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ABSTRACT

This guide outlines the procedures for using INNOVACQ at the Adelphi University Swirlbul Library to process and check in government documents and to create and change records. All INNOVACQ procedures are described in detail, and step-by-step instructions are provided for selected routines. A list of Long Island government depository libraries and their designated classes and a Superintendent of Documents filing order are included. (GL)

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Using INNOVACQ to Process G.P.O. Titles

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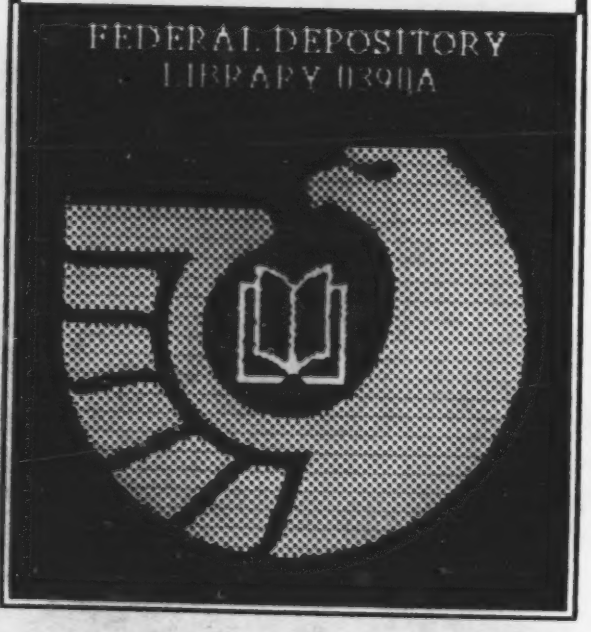

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Documents Reference Librarian

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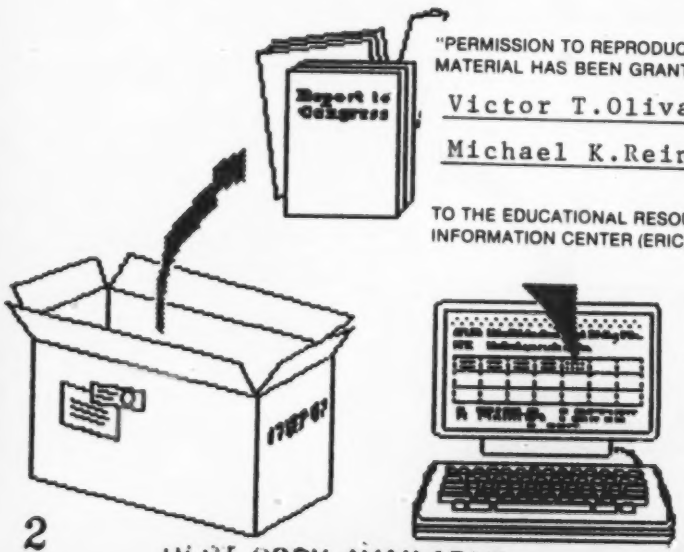
September 1989



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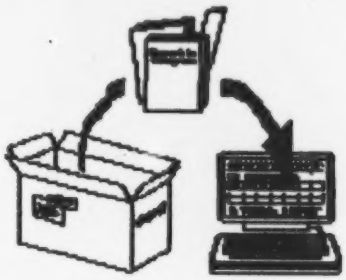

This manual is intended as a reference guide for individuals already trained in the processing and checking in of government documents. Procedures that have been set forth in this manual are those that have been used successfully by the Adelphi University depository, but adaptations are certainly conceivable – including combining the processing and checking-in stages into one operation, which Adelphi recently established (see page 14).

Throughout the manual the person who checks in the documents is referred to as the "kardexer." When this guide was first written, the Adelphi depository used "kardex" cards to inventory its documents. In September 1987 a library acquisitions database system replaced the kardex and this manual was adapted to familiarize the kardexer – who retains that title for convention's sake – with the computer system's various functions.

Section II, the portion of this manual concerned with checking in documents, now assumes the use of the INNOVACQ system. INNOVACQ (including all graphic representations of the system detailed in this manual) is the property of Innovative Interfaces Inc., 2344 6th Street, Berkeley, CA 94710. For further information, call 1-800-444-2344.

Additional information about Adelphi's various procedures and operations may be obtained from the documents librarian, Victor T. Oliva, in the Reference Department of Swirbul Library, Adelphi University, Garden City, NY 11530; telephone, 516-663-1036.

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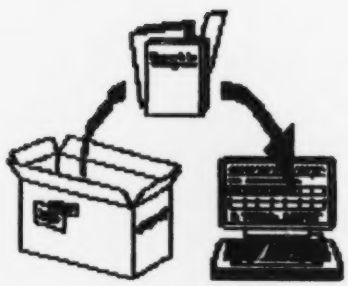
Section I

Processing

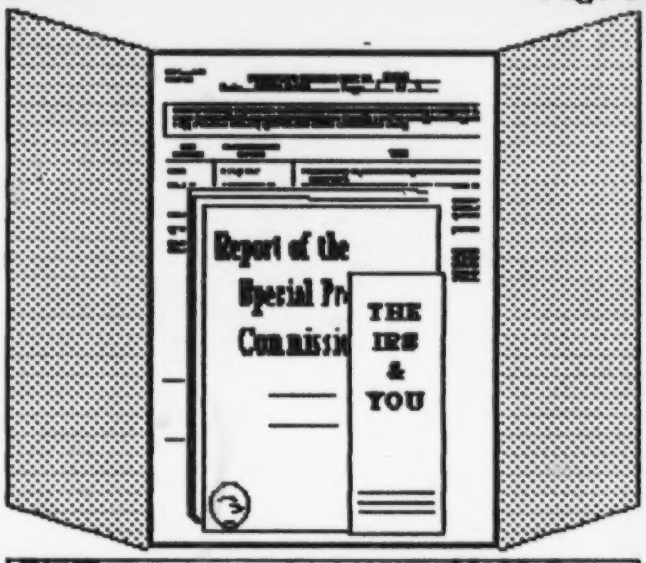


a. Processing Standard Shipments

The standard Government Printing Office (GPO) shipment comes in a small carton delivered by United Parcel Service (UPS). These boxes may be distinguished by a mailing label on one side, and a date stamped in black (i.e. **JUN 07 88**) on the other.

If the box is opened properly, from the top (illus. right), there will be one or more sets of documents or microfiche envelopes resting on one or more shipping lists*. It would be wise to process only one shipping list's documents at a time, rather than emptying the entire box, as the GPO uses only shipping lists to separate one set of documents from another and it is essential that documents are not separated from their proper list.

*Sometimes the GPO adds special lists to a shipment, placing them on top of the last shipping list packed; thus, you may open a box properly and still be greeted with shipping lists instead of documents. Don't panic. [See part (e) for handling of special lists.]



Depository Shipping List No. 89-27-P

Date January 14, 1989 Page 1 of 1

ITEM NUMBER	CLASSIFICATION NUMBER	TITLE
889-E	I 71.5: Su 7	Public Law 95-87, Surface Mining Control and Reclamation Act of 1977.
877-A-3	I 72.9/3: 989-88	Staff of Mission Summary Report/Index, December 1988.
802-A	LC 3.4/2: 92/985	Copyright Law of the United States of America, Circulars revised July 1, 1985.
837-M	P 1.53: T 68	Management Instruction, Professional and Special Programs, July 1, 1988.
956-E	T 22.55/2: 986/5,6	IRS News, May/June 1986.
968-H-13	J 29.11/3: 985	Bureau of Justice Statistics Bulletin. Capital Punishment (annual) (P)

b. Shipping Lists

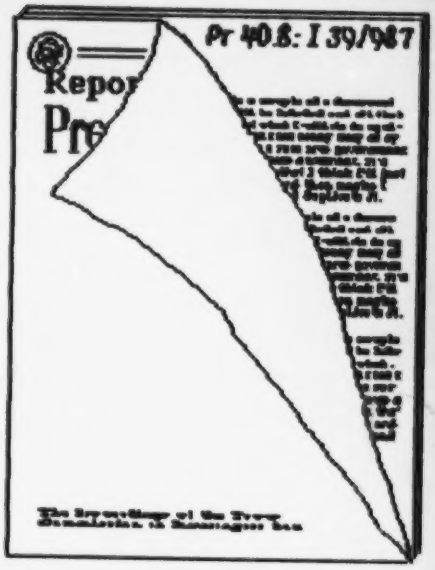
Shipping lists are designated by year, number, and type; thus, the list partially illustrated at right, 89-27-P, is the 27th paper shipment of 1989 (an M is used to indicate microfiche). The following steps should be followed in processing shipments:

1. Do an INNOVACQ search (see p. 36) for each item number on the shipping list, or check the numbers against the computer printout list of item selections (received twice a year and updated periodically by the documents assistant). Put a slash mark over item numbers listed as "N" and a bracket next to items listed as "Y" (as illustrated below).

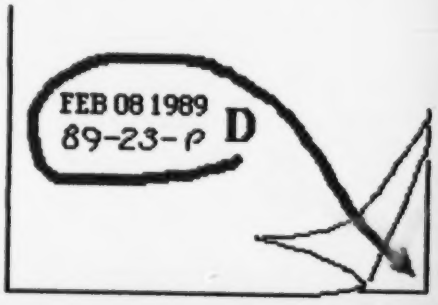
12 OF 54		SUPERINTENDENT OF DOC LIBRARY PROGRAMS SI		
RARY NUMBER: 0390A		LIST OF ITEM SELECTIC		
ADDRESS: ADELPHI UNIVERSITY LIBR DOCUMENTS COLLECTION			SOU GAR	
CTED	ITEM NO	SELECTED	ITEM NO	SELECTI
	0802A	Y	0802B	N
	0812	N	0813	N
	0819D	Y	0819E	Y
	0826	N	0827	Y
	0831	N	0832	N
	0837L	N	0837M	N

ITEM NUMBER	CLASSIFICATION NUMBER	
889-E	I 71.5: Su 7	Public Law act of 19
802-A	LC 3.4/2: 92/985	Copyright L revised J
837-M	P 1.53: T 68	Managemer Program
956-E	T 22.55/2: 986/5,6	IRS News, M
968-H-13	J 29.11/3: 985	Bureau of J
		NOTE: Thi ren Bul

2. For those items that we are supposed to receive, find the document that corresponds to each item number. The title of the actual document should match either exactly or very closely to the one on the shipping list. For a paper document, write the "classification number" in pencil on the first page, upper right corner (illustrated at right). Use another page if writing the number will deface something, like a photograph, but it should be as close to the first page as possible and always on an odd (right side) page. For microfiche, the "classification number" already appears on the fiche itself. (If the number on the fiche is incorrect but everything else, such as the title and the issuing agency, appears to match, note in pencil on the envelope that the number is incorrect to alert the kardexer.)

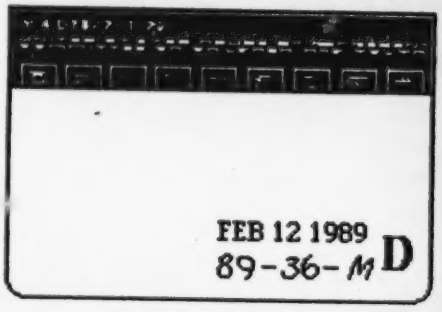


3. On the last page of the paper document, bottom right, or in the bottom right corner of the microfiche envelope, stamp the date of processing (**not** the date of the shipping list) and pencil in the shipping list number (illus. right). Also stamp a "D" for depository.

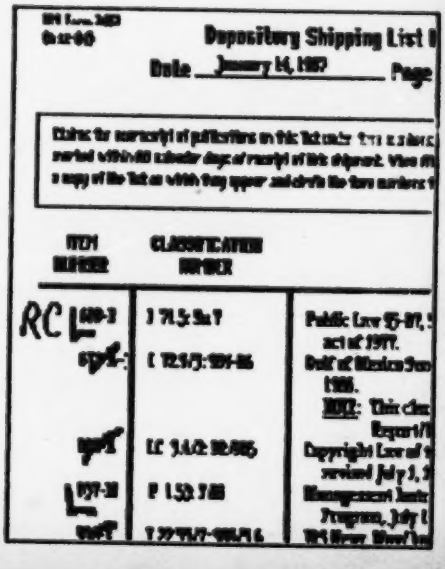


4. For items marked "Y" on the selection list that are not received in the shipment, see part (d) of this section, "Claims."

5. For items marked "N" on the selection list that are received anyway, verify that the item card corresponding to the document's item number (left column of shipping list) is in the "not selected" drawer of the document reading room's card catalog – and bring to the attention of the documents librarian. Also notify the librarian if the item card for the "N" item is in the "selected" drawer – there may be a problem with the item selection list.



6. Initial the shipping list when all items are processed. **Note**: the GPO often uses <u>both</u> sides of the shipping list! Make sure all documents are accounted for. (The Calendar of the U.S. House of Representatives, Y 1.2/2:, item 998-A, is sometimes included in a shipment but does not appear on a shipping list. Put it in the "auto mail" basket on the processing table.)



7. Rubber band the shipping list together with the documents (for fiche, wrap the list around) and put on kardexer's shelf.

c. Rain Checks and Shortages

Occasionally the GPO runs out of documents, and instead sends a "rain check" form that lists the item and classification numbers and title of the missing document. On the shipping list, mark "RC" next to the item number

of the document (which should have already been bracketed, see bottom of p. 2), and file the rain check form in the plastic binder on the shelf over the processing table. When the GPO sends the actual document, usually in a standard shipment, it will be accompanied by a photocopy of the shipping list with the inscription "shortage." Process the document according to the procedures listed in part (a) steps #2, 3 and 7.

d. Claims

If an item marked "Y" on the selection list is not received, a claim must be filed immediately. Follow these steps:

1. Circle the item on the shipping list (illustrated below).

		1900. NOTE: This class, I 72.9/5:, Gulf of Mexico Summary Report/Index has been added to item 671-A-3.
802-A	LC 3.4/2: 92/985	Copyright Law of the United States of America, Circular 92, revised July 1, 1985.
837-M	P 1.53: T 68	Management Instruction, Professional and Specialist Trainee Program, July 1, 1986.
956-F	T 22.55/2: 986/5 6	IRS News, May/June 1986

2. Photocopy the shipping list.

3. Keep the original shipping list together with the documents that have come in.

4. Fill out label on bottom of photocopied shipping list (see illustration below for necessary information. **Note**: in place of the "authorized signature" use the document librarian's official stamp. Initial the claim label so that when the document arrives it can be processed by whoever claimed it.

5. Address envelope as directed by claim form, insert form, seal, and put in the "outgoing mail" rack.

6. The filled claim will either be sent in individually (with the initialed claim label outside) or it will be included in a standard shipment box., accompanied by the photocopy of the shipment list; process according to part (a) steps #2, 3 and 7.

If the document is no longer available, the GPO will send a form explaining why. Make this information available to the documents librarian, who will decide either to try to get a photocopy from another depository, or note in records that the material is not available.

Mail Claims To:

U.S. GOVERNMENT PRINTING OFFICE
LIBRARY PROGRAMS SERVICE (SLDM)
PAPER CLAIMS
WASHINGTON, D.C. 20401

LIB # 0390-A

Signature of librarian authorized to make claim: VICTOR T. OLIVA
DOCUMENTS LIBRARIAN

CLEARLY PRINT OR TYPE ADDRESS AND INFORMATION ON MAILING LABEL

US GOVERNMENT PRINTING OFFICE
LIBRARY PROGRAMS SERVICE (SLDM)
WASHINGTON, D.C. 20401

OFFICIAL BUSINESS

Penalty for Private Use $300

(LIB# 0390-A) (SL# 87-27-P)

Name Adelphi University - Swirbul Library

Street Address South Street

City and State Garden City, NY Zip Code 11530

POSTAGE AND FEES PAID
U.S. GOVERNMENT PRINTING OFFICE
397
SPECIAL FOURTH CLASS RATE

MR

GPO Form 3452
(8 12-80

Depository Shipping List No. 87-19-P

SEPARATE! Date January 9, 1987 Page 1 Of 1

Claims for nonreceipt of publications on this list under item numbers previously selected by a library must be postmarked within 60 calendar days of receipt of this shipment. When filing a claim for missing publications, please return a copy of the list on which they appear and circle the item numbers that are missing.

ITEM NUMBER	CLASSIFICATION NUMBER	TITLE
		THIS SHIPMENT IS BEING MAILED IN SEVEN SEPARATE PACKAGES.
FIRST PACKAGE		
L 327-J	D 101.22:550-183/986	Area Handbook Series, The Yemens, Country Studies, DA Pam 550-183, June 1985, S/N 008-020-01090-1, * $15.00
SECOND PACKAGE		
L 399-A-1	D 207.10/3: 2	The United States Navy and The Vietnam Conflict, Vol. 2, From Military Assistance to Combat, 1959-1965, *
THIRD PACKAGE		
L 508-J	HE 20.3609/2: 986/3	National Library of Medicine Current Catalog, Cumulative Listing, July - September 1986, * $9.50
FOURTH PACKAGE		
51[illegible]-A-25	HE 22.8/7:	Medicare, Part B Carriers Manual, Part 3 - Claims Process, November 1986.
FIFTH PACKAGE		
853-A-1	PrEx 2.20: 986-2	Update to The Catalog of Federal Domestic Assistance, 1986

e. Special Lists

1. Separates: the separates list (illustrated above) is always included in a standard shipment box, but there will be no documents to accompany it. Instead, the list will contain processing information for several packages (smaller book-sized cartons or white envelopes) that are distinguished by a shipping list number stamped in red on the mailing label (or typed as part of the label). It is **not** necessary to wait for all packages on a separates list to arrive before processing the ones that have. Open the package(s) and follow the same procedures as for standard shipment documents.

Make sure that **all** the separates processed from the same list stay together (a rubber band around them is a good idea); **include the list**, even if more separates are expected – the kardexer will cross out the processed documents, and keep the list in a pending file box, which should be checked as new separate shipments arrive.

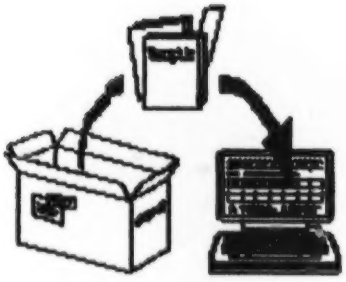
If after a reasonable amount of time an expected "separate" still has not been received, file a claim; follow the procedures in part (d). **Be aware** of the 60-day limit on claims.

If Adelphi is not to receive any documents on the separates list (all item numbers have been slashed), initial and put in the "shipping lists to be filed" box.

2. Corrections: similar to a separates list but the sheet is pink. Mark the "N" items with a slash, and bracket the "Y" items. Make corrections (see p. 21).

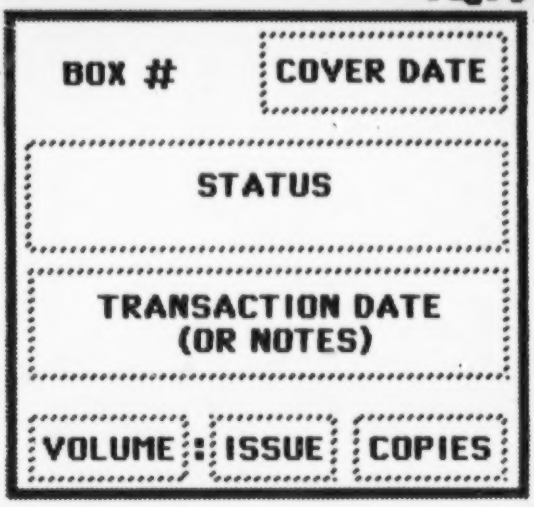
Section II

Checking In

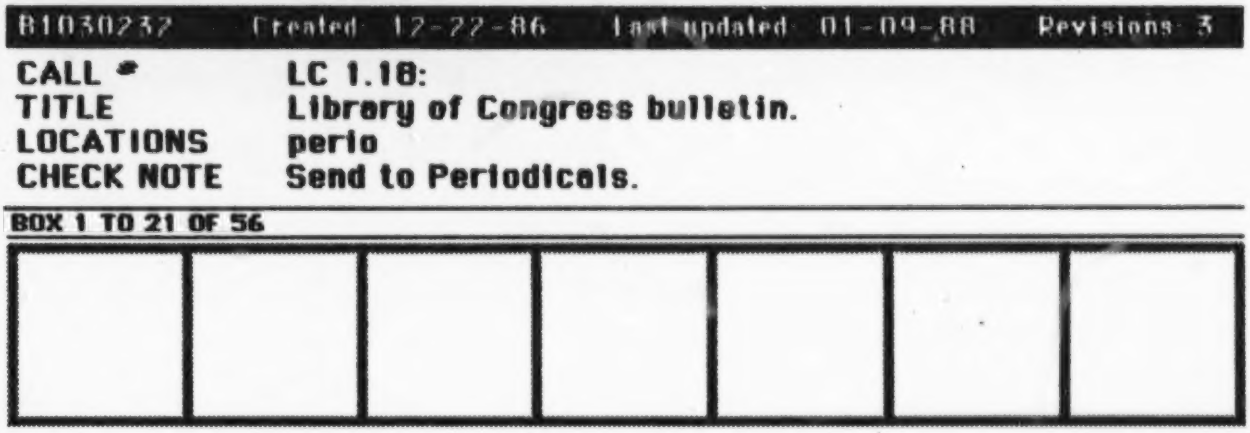


a. The INNOVACQ Box

At the heart of the INNOVACQ system is a box that signifies a checked-in document. Pictured at right is a representation of the box and the various bits of data that may be entered into it – some of which are entered automatically by INNOVACQ itself in the "serials check-in" process. As the system was originally designed, a volume and issue number were to be entered for each item checked in. However, since depository libraries usually keep track of documents by their SuDoc numbers, INNOVACQ needed to be adapted to this use.



The first half of the SuDoc number (up to the colon) is the classification assigned by the GPO to a particular series of documents. For example, the Sept 12* issue of the Library of Congress Bulletin bears the SuDoc number, **LC 1.18 : 41/38**. The first half, LC 1.18:, is the GPO's designation for the Bulletin; all issues have (or will have) this class number. In the INNOVACQ serials check-in process, entering LC 1.18: as a call number will result in the appearance of a record such as this:


B1030232 Created: 12-22-86 Last updated: 01-09-88 Revisions: 3
CALL # LC 1.18:
TITLE Library of Congress bulletin.
LOCATIONS perio
CHECK NOTE Send to Periodicals.
BOX 1 TO 21 OF 56

Note the class number appears at the top of the record as "call number." Each box in this record represents an individual document. For each one, LC 1.18: is the first half of the SuDoc number.

In the case of our sample issue, **LC 1.18 : 41/38**, the part up to the colon already appears as the record's call (or class) number (see above). Therefore, into the box that will represent this document, we need enter the rest of the SuDoc number, the part after the colon.

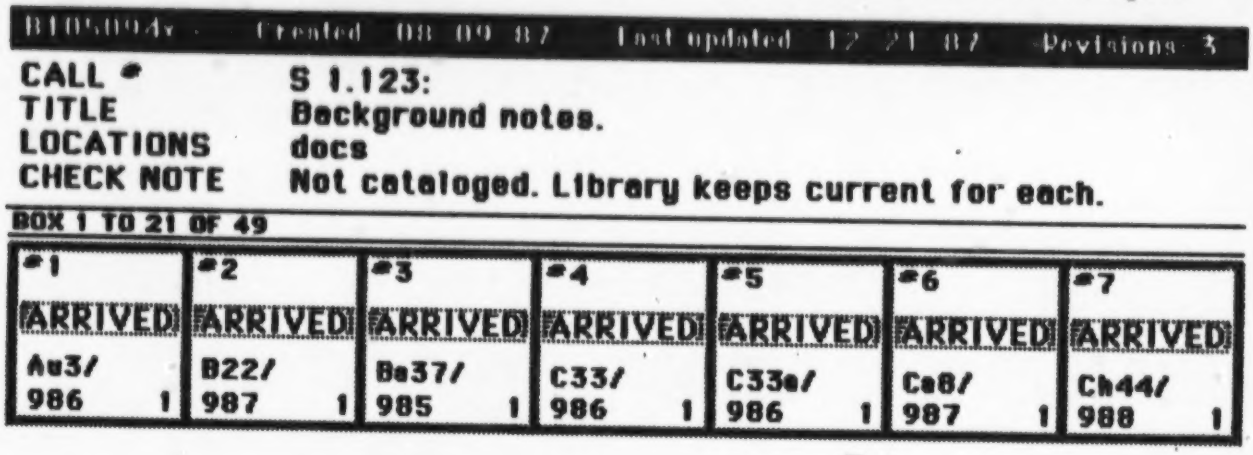
In the case of this document series, the second half of the SuDoc number consists of the volume and issue (in our example, vol.41, issue 38), which corresponds directly to INNOVACQ's serial set-up. Thus we can look at the box at right and form the complete SuDoc number by taking the "call number" and adding the numbers that appear in the lower left corner of the box.

*The SuDoc numbers and illustrated records are meant as examples, not actual representations of the documents and the INNOVACQ records currently in use.

All document series in which the second half of the SuDoc number consists of **one** or **two** numbers may be entered into a box using the "volume" and "issue" data fields. Such possibilities include series such as the Bulletin just mentioned and any other volume/issue series; classes in which the second half of the SuDoc number is a year (i.e., HE 20.3001 : **987**); an issue within the year (Ju 1.1 : **987/2**) which may be entered as volume 987 issue 2; or multiple title series, each one of which is updated periodically (ie GP 3.22/2: **103/987**).

But what about those document classes (and there are many) in which the second half of the SuDoc number consists of more than two numbers, or a combination of letters and numbers? In these cases, the first half of the SuDoc number, as before, appears as the call number of the record. The second half must be typed in the **notes** field, which will accept alphanumeric data (limit of 10 characters will show in the box). Entering data in the notes field will appear to wipe out the transaction date; however, the date field still may be viewed by using certain commands in the maintenance function. See p. 28-29 for detailed instructions on entering data in the record boxes, and changing (modifying) this data.

There are a few INNOVACQ records that have been specially prepared, where the notes field and the volume/issue fields have been used in tandem. An example:


B1050042 Created 08 09 87 Last updated 12 21 87 Revisions 3
CALL * S 1.123:
TITLE Background notes.
LOCATIONS docs
CHECK NOTE Not cataloged. Library keeps current for each.
BOX 1 TO 21 OF 49
*1 ARRIVED Au3/ 986 1
*2 ARRIVED B22/ 987 1
*3 ARRIVED Be37/ 985 1
*4 ARRIVED C33/ 986 1
*5 ARRIVED C33e/ 986 1
*6 ARRIVED Ce8/ 987 1
*7 ARRIVED Ch44/ 988 1

In such a record as illustrated above, the **alphanumeric** part of the SuDoc number (ie, S 1.123: **Au3/986**) refers to a particular country in the series* and usually does not change with each new edition, of which the library keeps the current one only. By entering this sequence in the note field, the kardexer can then leave this part of the record <u>unchanged</u> when new issues arrive – for example, if S 1.123: Au3/988 comes in, the kardexer would change the information in the <u>volume</u> field (from "986" to "988"), the transaction date (the new date is entered, but will not appear in the box since "notes" are being used) and the cover date of the new issue if there is one. (Again, see Section IV for specific procedures.)

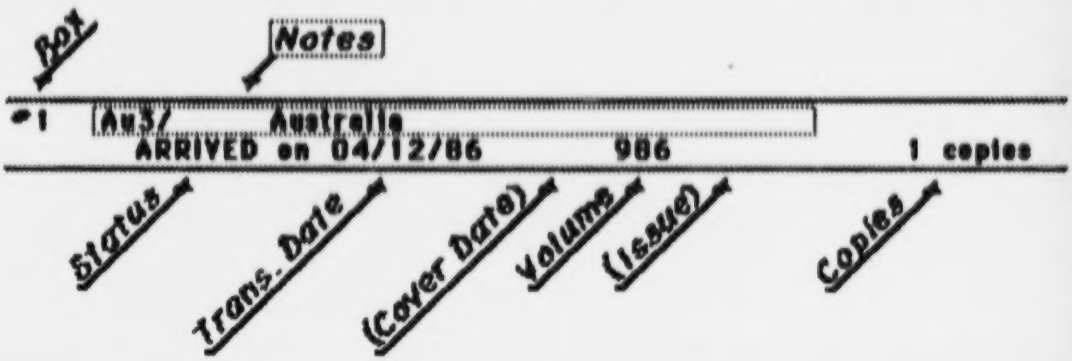
*The sample record shown here is <u>representative</u> of the S 1.123: series but is not the actual INNOVACQ record.

But while the record's boxes showed only the alphanumeric sequence and issue year, switching to "line format" (by keying M for maintenance and L) reveals that the notes field has been used more extensively.

```
B1105094x      Created: 08-09-87    Last updated: 12-21-87    Rev
CALL #         S 1.123:
TITLE          Background notes.
LOCATIONS      docs
CHECK NOTE     Not cataloged. Library keeps current for eacl
BOX 1 TO 6 OF 49
#1   Au3/      Australia
       ARRIVED on 04/12/86    986                    1 copies
#2   B22/      Bahamas
       ARRIVED on 02/24/87    987                    1 copies
#3   Be37/     Behrain
       ARRIVED on 07/07/86    985                    1 copies
#4   C33/      Chile
       ARRIVED on 11/30/86    986                    1 copies
#5   C33e/     China, People's Republic of
       ARRIVED on 12/06/87    986                    1 copies
#6   Ca8/      Canada
       ARRIVED on 03/16/87    987                    1 copies
```

Whereas the "card" format's box displays only the first 10 characters of the note, the line format shows a much longer note. Thus, for a series such as S 1.123: and others where it would be useful to have the country's name in addition to the alphanumeric sequence, the kardexer, in creating a new box, can enter in the note field the alphanumeric sequence and a slash, skip a few spaces, and then the country name. In card format, the record will appear as illustrated on p. 6; to view the country names, simply shift to line format. Our sample record will now look like the above.

Of course, it is possible to use the line format all the time, and some of the existing records do; to set the line format automatically, adjust the parameters of the record by [typing] M (maintenance), P (parameters), and skip through the list till you get to display format; [type] L. Be aware that the fields as they appear in a box (as illustrated on p. 5) will be displayed differently when on a line. Using the sample record's first box as an example, the illustration above shows where the fields come out on the line format – or where they *would* come out if the fields were used.



Documents are checked in by priority as follows:

1. Auto Mail - these documents are left in the wire basket on the processing table; among them are several daily federal publications, and it is important to get these out as soon as possible. Non-federal documents are also left in this basket; while they may be considered of lower priority than any federal documents, it's sometimes easier to get all "wire basket" material, including the non-federal, out of the way at the same time.

2. Standard Shipments - each shipping list is rubber-banded together with its documents and awaits the kardexer's attention on the shelf over the processing table.

3. Separates - those that can be matched to a shipping list will also be put on the kardexer's shelf. They may be processed concurrently with the standard shipment(s).

c. Steps to Checking In

The following steps have been used in processing the federal documents; it is up to the kardexer to find personal routines to further improve the system. Also, review the actual check-in procedures as detailed in Section IV before reading this section:

1. Most of the AUTO MAIL federal documents retreived from the wire basket will not have SuDoc numbers on them; however, INNOVACQ records for documents received regularly by this delivery method have "**auto mail**" as an extra series field, and keying **s auto mail** (the **s** for series) when asked "what record... to check in?" will bring up a list on the screen, from which individual records may be selected for check-in. Also, a list with some of the Auto Mail titles and their SuDoc numbers is sent periodically by the GPO and may be referred to.

2. The documents in all standard and separate GPO shipments should already have SuDoc numbers in the upper right corner of the first page (or so). With the shipping list as a back-up reference, enter the SuDoc number into INNOVACQ.

3. Any document for which there is a NOTE on the shipping list (as illustrated below) should be put aside and handled separately after all other processing is completed; see section III, part (d).

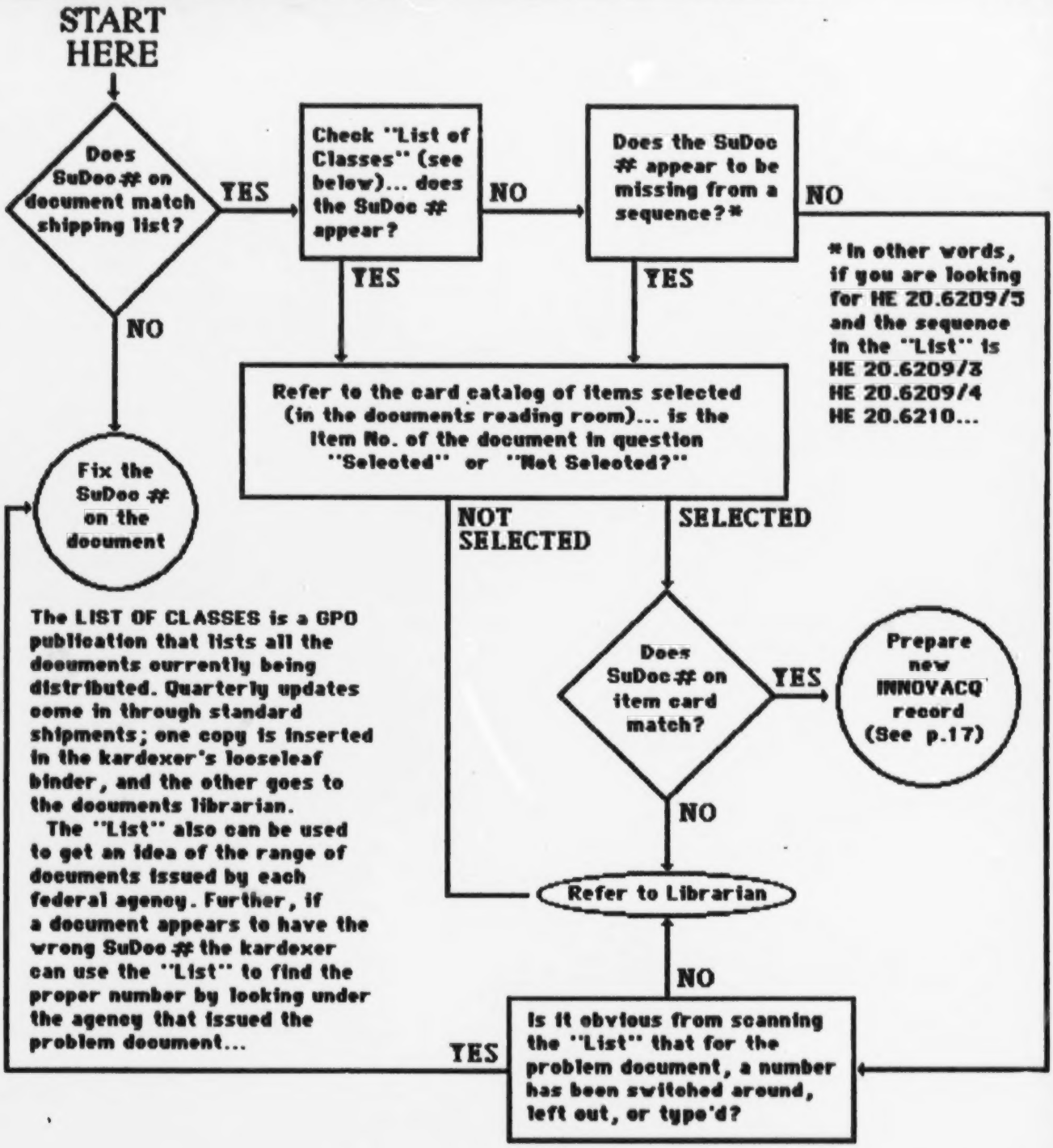
[illegible]	[illegible]	Management Instruction. Professional and Specialist Trai Program. July 1, 1986.
956-E	T 22.55/2: 986/5,6	IRS News, May/June 1986.
968-H-13	J 29.11/3: 985	Bureau of Justice Statistics Bulletin. Capital Punishment. 1 NOTE: This title, Capital Punishment (annual) (P), has be removed from J 29.11: Bureau of Justice Statistics Bulletin (monthly) (P), and given its own class, J 29.11/3: . The item number remains 968-H-13.

4. If a SuDoc number is simply not available, alternate fields may be keyed, including **t** (title), **a** (author, but in the case of most INNOVACQ Government Documents records, this field has been used for the agency name; federal agencies have "United States" preceding the department and office), **s** (series, but primarily used for the **item number** in document records), and others; see Section IV.

5. If an "Inactive SuDoc classification" record comes up, see pages 19 and 33 for specific procedures regarding check-in.

6. If **no** record appears, follow the flow chart on the next page to resolve the problem if you can. Or else, check with the Documents Librarian.

Can't find an INNOVACQ record for a particular document?


START HERE
Does SuDoc # on document match shipping list?
YES
Check "List of Classes" (see below)... does the SuDoc # appear?
NO
Does the SuDoc # appear to be missing from a sequence?*
NO
YES
YES
NO
* In other words, if you are looking for HE 20.6209/3 and the sequence in the "List" is HE 20.6209/3 HE 20.6209/4 HE 20.6210...
Refer to the card catalog of items selected (in the documents reading room)... is the item No. of the document in question "Selected" or "Not Selected?"
Fix the SuDoc # on the document
NOT SELECTED
SELECTED
The LIST OF CLASSES is a GPO publication that lists all the documents currently being distributed. Quarterly updates come in through standard shipments; one copy is inserted in the kardexer's looseleaf binder, and the other goes to the documents librarian.
The "List" also can be used to get an idea of the range of documents issued by each federal agency. Further, if a document appears to have the wrong SuDoc # the kardexer can use the "List" to find the proper number by looking under the agency that issued the problem document...
Does SuDoc # on item card match?
YES
Prepare new INNOVACQ record (See p.17)
NO
Refer to Librarian
NO
Is it obvious from scanning the "List" that for the problem document, a number has been switched around, left out, or typo'd?
YES

7. When all documents have been kardexed, initial bottom of shipping list and file. Maintain separate files for "-P" lists (paper documents) and "-M" (microfiche). "Separates" lists are similarly filed. A list that is put aside (such as to handle a "note") should be initialed and filed once the kardexer finishes with it.

After checking in documents (according to procedures explained in Section IV), follow routing instructions in the **Check Note** field. These include:

Not cataloged.
Check in, and put on labelling shelf. The kardexer does not count these documents for statistics.

ACCO and Vertical File (VF)
These are also "not cataloged" and are not counted for statistics. "ACCO" documents (i.e. kept in ACCO or looseleaf binders) are to be stamped "ACCO" and put in file boxes on labelling shelf. Vertical File documents go in "Vertical File" box on shelf.

LKC (Library Keeps Current)
Stamp this on document. If also ACCO, inserter should be aware of the need to remove superseded material. However, the kardexer should attach an "If we have earlier edition..." card (documents librarian has these) to any "not cataloged" document stamped "LKC" before putting on labelling shelf.

Documents whose SuDoc numbers end in a year (for example, HE 20.3602: Se6/987) often supersede earlier editions, even though INNOVACQ may not say "LKC." If such a document comes in, and there appears to be an earlier edition recorded (in the case of the example, HE 20.3602: Se6/984), and INNOVACQ doesn't specify that all editions are kept, consult documents librarian.

Microfiche. Not cataloged.
Check in, count for statistics under "MF-Doc" – see also part (f) Statistics – rubber band together and put in wire basket on top of microfiche cabinets in documents reading room.

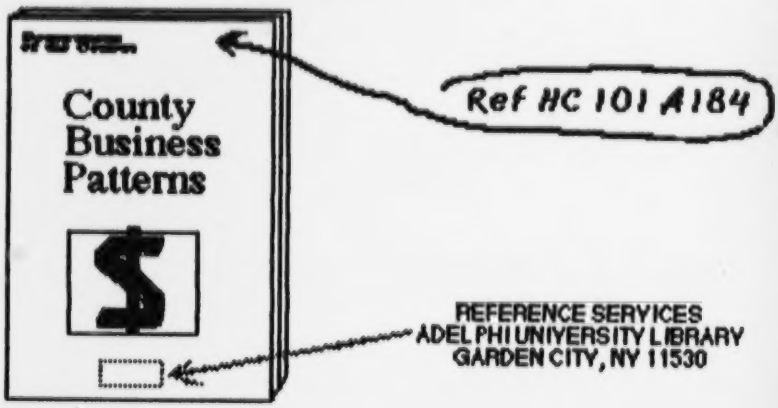
Give to Documents Librarian.
Check in, and give to librarian; do not count for statistics. Titles in these series are individually reviewed by documents librarian for cataloging decisions.

Label ... send to Ref.shelves or **...give to Ref.clerk.**

Write the Library of Congress (LC) call number in pencil, neatly, in the upper right corner of the document cover*.

Stamp "Reference Services" on the cover at the bottom or in a clear space. Count for statistics under LC- Reference.

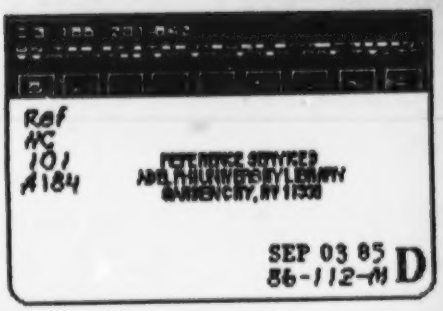
Route to Reference clerk for shelving. If record specifically says "give to clerk" it indicates a document that may require special binding preparation; route to clerk who handles this.



* Exception: for AE 2.106/2:, the "Code of Federal Regulations," spine labels are pre-prepared by Technical Services. Ask the librarian to order more when the supply runs out.

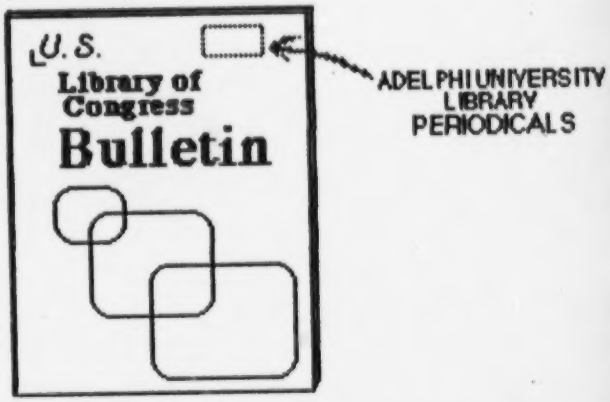
(Microfiche Reference)

Pencil the LC call number in upper left corner of microfiche envelope; stamp "Reference Services" in center of envelope. Count for statistics under LC-Reference/microfiche. Route to Periodicals/Microforms Dept.



Send to Periodicals.

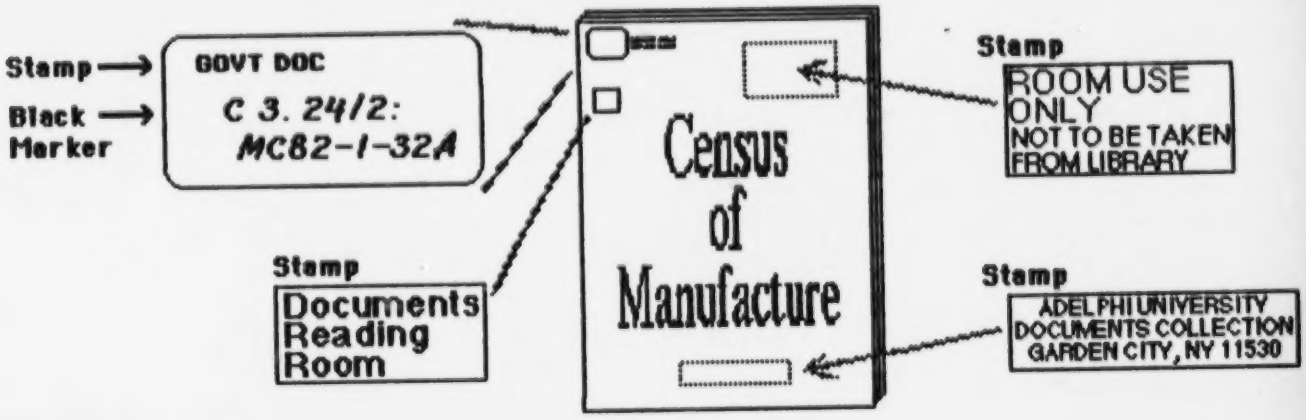
Pencil a bracket under the first letter in the title as it appears in the INNOVACQ record. (In some cases, the title as it appears on the cover is not the one used by the Periodicals department; the proper letter must be marked in order for that department to easily check in the document as well. Occasionally letters might have to be added to a title; see illustration.) Count for statistics under "Periodicals," and route to Periodicals/Microforms.



Microfiche: there are one or two periodical titles that are now issued on microfiche. Pencil the title on the fiche envelope, bracket the first letter, stamp "Periodicals" in the center of the envelope, mark directly on the statistics clipboard [see part (f)] and route to Periodicals/Microforms.

(Census documents to be labelled immediately)

Label as shown below, add to statistics clipboard under "Doc.Col.-Cat. Room Use Only" and shelve in documents reading room unless INNOVACQ gives other routing.



RUO (Room Use Only)

These documents do not leave library and should bear this stamp, on front and back covers.

All documents for which the INNOVACQ check note reads "cataloged" go down to Technical Services for entry into the library's computerized catalog. After checking in the document, a routing slip is to be prepared; examples follow.

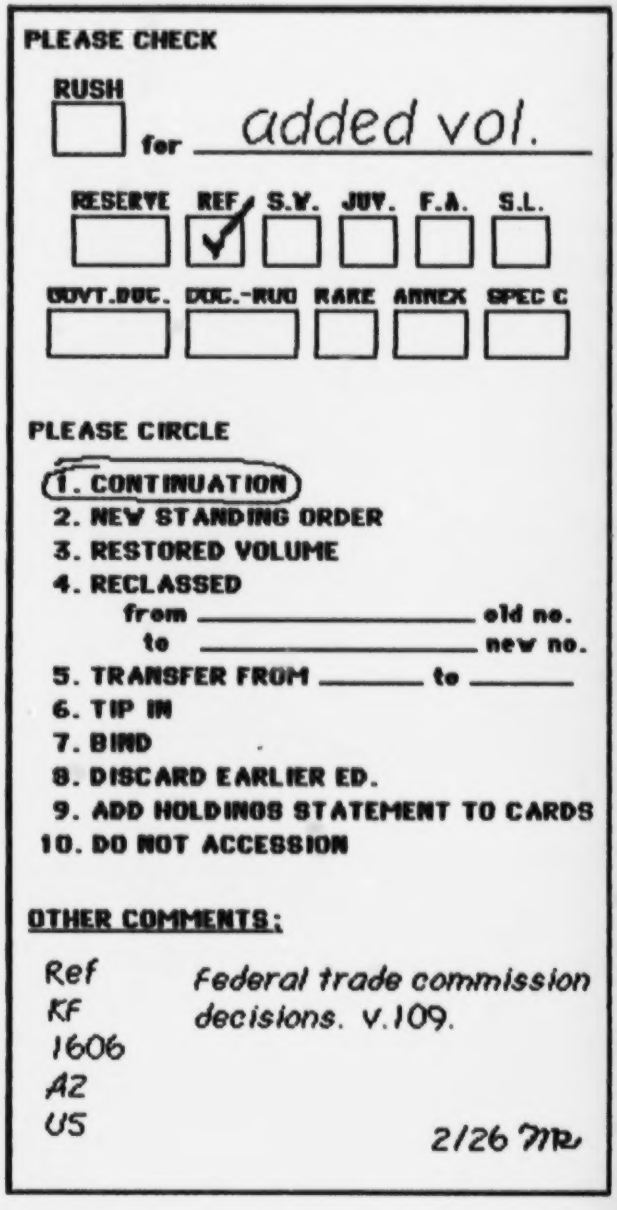
Unless otherwise specified in INNOVACQ, all documents sent to Technical Services are "added volumes," for which one computer entry appears for the title (either an individual title or a series), and each new volume is added to the list of items under the single entry.

"CATALOGED IN REF..."

These documents have been listed in the library's computerized catalog under a Library of Congress call number and are shelved in the Reference collection. On the routing slip (illustrated at right), write "added volume" on the top line, check off "Ref" for the destination, and circle "Continuation" to indicate previous editions of the document have been received.

Under "other comments" at the bottom of the slip, write the LC call number given by INNOVACQ (in this case, the check note reads, "Cataloged in Ref. KF1606. A2 U5.") and the title*, also as it is given by INNOVACQ. Add the particular volume number (if there is one). Date the slip and initial it, tuck it into the document, and route to Technical Services. Count for statistics, as "Cataloged Reference (LC)."

*In most cases, the title, together with the LC call number, will be sufficient information for the cataloger to work with. However, in cases where the title is too general, such as "Annual Report," include the agency name on the routing slip as well. Look at the complete INNOVACQ bibliographic record, and write the agency name as it appears in the author field (for example, New York State. Comptroller's Office. Division of the Budget).


PLEASE CHECK

RUSH ☐ for added vol.

RESERVE ☐ REF ☑ S.W. ☐ JUV. ☐ F.A. ☐ S.L. ☐

GOVT.DOC. ☐ DOC.-RUG ☐ RARE ☐ ANNEX ☐ SPEC C ☐

PLEASE CIRCLE

(1. CONTINUATION)
2. NEW STANDING ORDER
3. RESTORED VOLUME
4. RECLASSED
from _____ old no.
to _____ new no.
5. TRANSFER FROM _____ to _____
6. TIP IN
7. BIND
8. DISCARD EARLIER ED.
9. ADD HOLDINGS STATEMENT TO CARDS
10. DO NOT ACCESSION

OTHER COMMENTS:

Ref
KF
1606
A2
U5

Federal trade commission decisions. v.109.

2/26 MR

"CATALOGED IN MAIN..."

These documents also have been listed in the library's computerized catalog under an LC call number, but they are shelved in the circulating collection of the Main Library.

The new arrivals used for the example at right are "added volumes" – and as they are destined for the circulating collection, the word "general" is included. No other box is checked for routing. "Continuation" is circled.

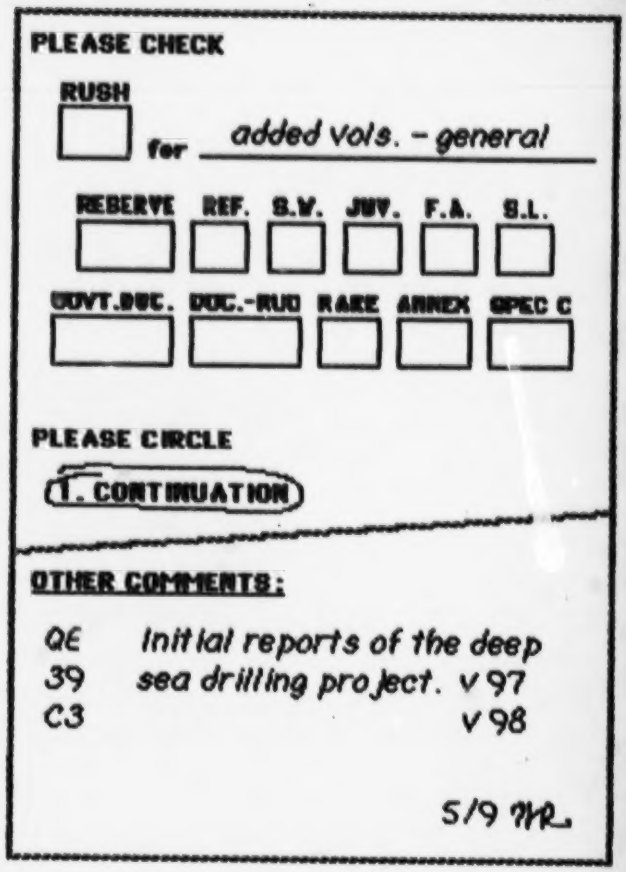
For this class the check note reads, "Cataloged in main, QE39 .C3." On the bottom of the slip, write the call number, the title as given by INNOVACQ, and the new volume numbers. Date/initial the slip, tuck it in one of the books and rubber band the two together, and route to Technical Services. Count these documents for statistics as "Cataloged General (LC - Circ)."

"CATALOGED UNDER SUDOC NUMBER"

These are shelved by SuDoc number in the Government Documents collection, but are also listed in the library's catalog. As in the previous examples, "added volume" is written on the top line, and "Govt. Doc." is checked. If INNOVACQ indicates "room use only" also check "Doc.-RUO."

When SuDoc numbers are listed in the computerized catalog for a "continuation" series, only the SuDoc number up to the colon is entered. At the bottom of the slip, write "Govt. Doc." and the partial SuDoc number, the title as it appears in INNOVACQ, and the particular volume – usually as a volume number or, as in the example at right, a year.

Unlike other documents sent to Technical Services, those cataloged by SuDoc number have to be completely labelled before they go. Follow the procedures in part (g). Then attach routing slip and route to Technical Services. Count for statistics in either "Doc. Col.- Cat (Sup. of Doc.)" or "Doc. Col.- Cat Room Use Only."


PLEASE CHECK

RUSH ☐ for added vols. - general

RESERVE ☐ REF. ☐ S.V. ☐ JUV. ☐ F.A. ☐ S.L. ☐

GOVT.DOC. ☐ DOC.-RUO ☐ RARE ☐ ANNEX ☐ SPEC C ☐

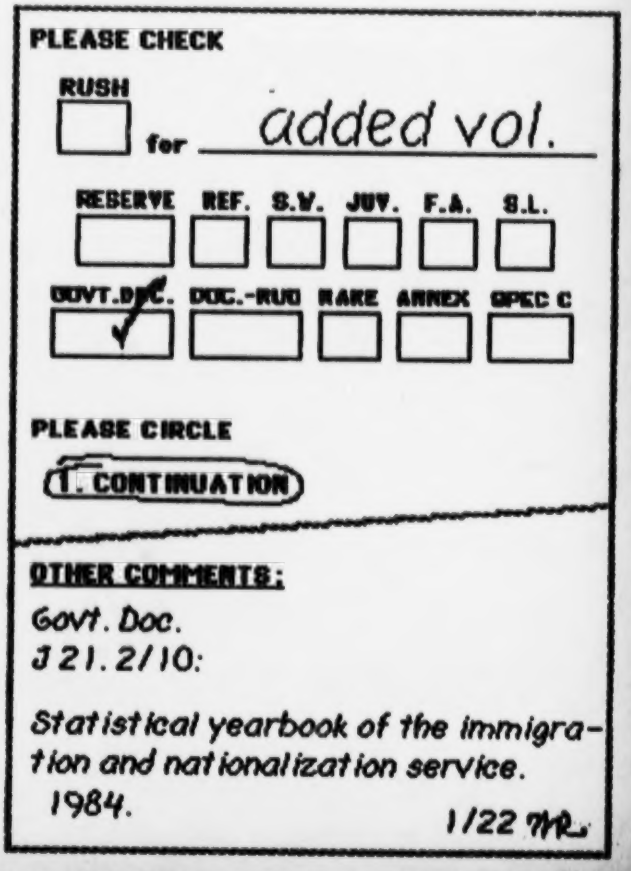
PLEASE CIRCLE

(1. CONTINUATION)

OTHER COMMENTS:

QE 39 C3 Initial reports of the deep sea drilling project. v 97 v 98

5/9 MR


PLEASE CHECK

RUSH ☐ for added vol.

RESERVE ☐ REF. ☐ S.V. ☐ JUV. ☐ F.A. ☐ S.L. ☐

GOVT.DOC. ☑ DOC.-RUO ☐ RARE ☐ ANNEX ☐ SPEC C ☐

PLEASE CIRCLE

(1. CONTINUATION)

OTHER COMMENTS:

Govt. Doc.
J 21.2/10:

Statistical yearbook of the immigration and nationalization service.
1984.

1/22 MR

Several document classes contain titles that are cataloged individually, and each new arrival gets its own entry in the library's computerized catalog.

For example, SuDoc class# D 101.117/3:, the Atlas of Tumor Pathology, has a check note which reads, "Cataloged individually by author and title, under Ref. RD651. A8. [fasc. no.]." This means all new publications of this series will have the same LC call number, with a "fasc.#" added, but each will have its own catalog entry.

Documents such as these are **not** added volumes, since an addition is not being made to an existing entry, but rather a new one will be created. Thus, the line at the top of the routing slip is left blank. Check "Ref." since the book will be part of that collection. Do **not** circle "Continuation" as it is not one. Write the call number, adding the fasc.# that appears on the document; the author and title (consult the documents librarian if not apparent); and the series title. Attach slip to document and route as a new title being sent for cataloging. Count for statistics where appropriate; in this case, under "LC-Ref."

PLEASE CHECK

RUSH ☐ for _____

RESERVE ☐ REF ☑ S.V. ☐ JUV. ☐ F.A. ☐ S.L. ☐

GOVT.DOC. ☐ DOC.-RUD ☐ RARE ☐ ANNEX ☐ SPEC C ☐

PLEASE CIRCLE

1. CONTINUATION

OTHER COMMENTS:

Ref Albores-Saavedra, Jorge.
RD Tumors of the gallbladder
651 and extrahepatic bileducts.
A8 (series: Atlas of Tumor
fasc. 22 Pathology)

6/30 MR

e. Simultaneous Processing/Checking In

At times when it is necessary for the same person to process and check in the documents, the procedures explained previously may be streamlined:

1. Open box. Remove first batch of documents and shipping list.
2. Match first document to corresponding title; bracket item on shipping list.
3. Write SuDoc number in upper right corner of first page (or so).
4. Stamp date and "D" on inside back cover of document, write shipping list number.
5. Find INNOVACQ record for item, check in as explained in part (c).
6. Route document as indicated by check note, and mark statistics if necessary.
7. Repeat for other documents on shipping list. **Notes** should be put aside after step #4.
8. When all items in shipment have been processed, check remaining (unmarked) item numbers using series search in INNOVACQ and check against the item selection printout. Slash "N" items, and claim "Y" items that haven't been received — see section I, part (d).
9. If any items have notes, tuck the shipping list into the document and follow procedures in Section III, part (d). Otherwise, intitial shipping list and file (-P and -M lists go in separate boxes).
10. Repeat step #'s 1-9 for each shipping list and its documents.

I. Statistics

Since the number of documents received each month in several of the routing categories tends to be high, it has been most efficient to keep these statistics in a separate spiral notepad (in the eight categories listed below) and then transfer the total figures at the end of the month to the depository's statistics sheet.

The circled numbers indicate the proper location for each category on the monthly statistics sheet (illustrated below). Documents in categories infrequently received may be tallied directly on the statistics sheet.

Remember, other people also add to the statistics, so write neatly!

1 Ref LC: indicates all federal paper documents that get a Reference LC (Library of Congress) call number, whether they are sent directly to the shelves or down to Technical Services for cataloging.

2 Period(icals): includes all federal paper documents that are sent to the Periodicals/Microforms Department. (**2a:** A few of these documents come in on microfiche; tally them in microfiche column.)

3 MF-Ref: includes all federal microfiche documents that get a Ref LC call number and are sent directly to the Periodicals/Microforms Dept. or to Technical Services. Remember: for microfiche statistics, count the actual number of fiche. (One envelope containing three fiche counts as 3!)

4 MF-Doc: includes all federal microfiche documents that the kardexer checks in and deposits in the filing basket on top of fiche cabinet in documents reading room.

5 NYS Ref: includes all New York State documents that get a Ref LC call number, whether they are sent to the shelves or to Technical Services.

6 Sci Lib: includes all federal paper documents sent to the Science Library. (**6a:** microfiche.)

7 Gen LC: includes all federal documents sent to Tech. Services for Adelphi's circulating collection.

8 Doc Col: includes all federal documents sent to Document shelves (including titles filed in Acco or loose-leaf binders).

MONTHLY STATISTICS FOR _____
ADELPHI UNIVERSITY LIBRARY -- DOCUMENTS COLLECTION

U.S. Gov. (Federal) Publications

	Depository - Paper	Depository - Microfiche
Doc.Col.	(8)	(4)
Doc.Col. - Vert. File		
Doc.Col. - Cat. (Sup.of Doc.)		
Doc.Col. - Cat. Room Use Only...		
Cat. General (L.C. - Circ.)	(7)	
Cat. Ref. (L.C.)	(1)	(3)
Fine and Perform.Arts		
Science Lib.	(6)	(6a)
Period.Collection	(2)	(2a)
Social Work		
Discards		

Non-Federal Publications

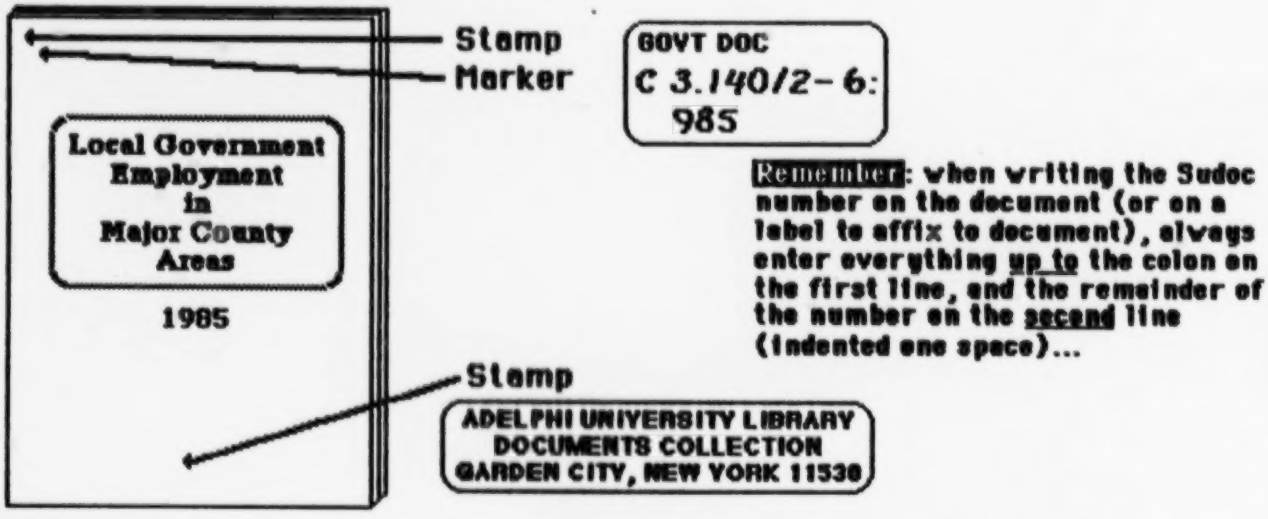
	Nassau	Suffolk	Nas./Suf.	N.Y.State	N.Y.C.
Doc.Col.					
Per.Col.					
Ref.Col.				(5)	
Circ.					
Discards	21				

g. Labelling

Once checked in, many of the documents received must be labelled. Those documents labelled within the documents department include non-cataloged, vertical file, and ACCO (which are inserted in an existing binder for the SuDoc number, or else a new binder is prepared). **Also**, added volumes of documents to be cataloged by SuDoc (as opposed to LC call) number must be pre-labelled before routing to Technical Services.

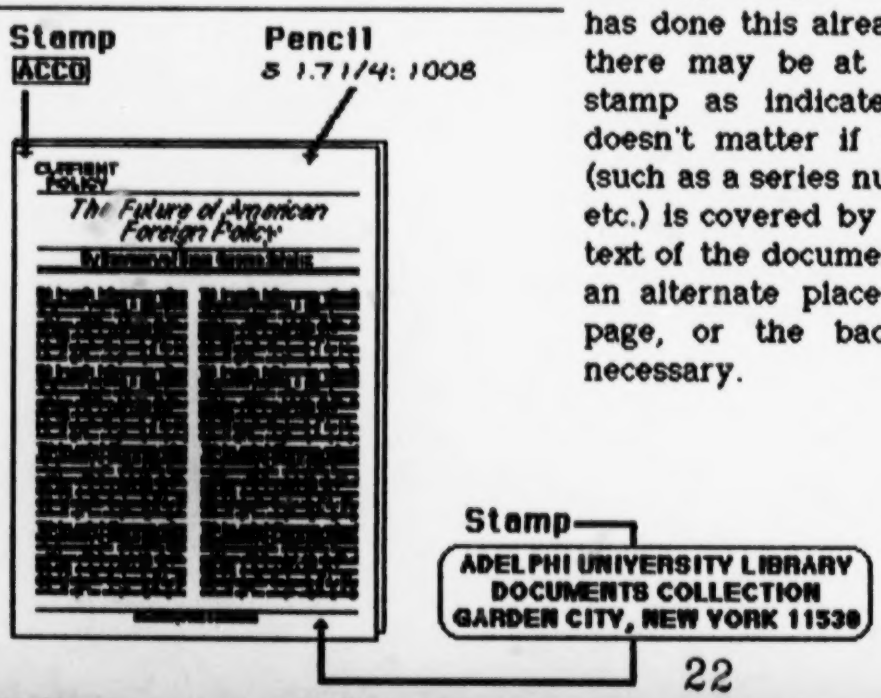
Non-cataloged and vertical file

Stamp and mark as illustrated below. If the document cover is either a dark color or a glossy surface, write the SuDoc number and stamp the appropriate information on labels and affix to document.


Stamp
Marker
GOVT DOC
C 3.140/2-6:
985
Local Government Employment in Major County Areas
1985
Remember: when writing the Sudoc number on the document (or on a label to affix to document), always enter everything up to the colon on the first line, and the remainder of the number on the second line (indented one space)...
Stamp
ADELPHI UNIVERSITY LIBRARY
DOCUMENTS COLLECTION
GARDEN CITY, NEW YORK 11530

Acco

Stamp ACCO in a clear spot as close as possible to the top left corner of the document, and pencil in the SuDoc number in the upper right corner (usually the kardexer has done this already). In as clear a spot as there may be at the bottom of the page, stamp as indicated in the illustration; it doesn't matter if non-essential information (such as a series number or a copyright date, etc.) is covered by the stamp, but the actual text of the document should be avoided. Use an alternate place for this stamp (another page, or the back of the document) if necessary.

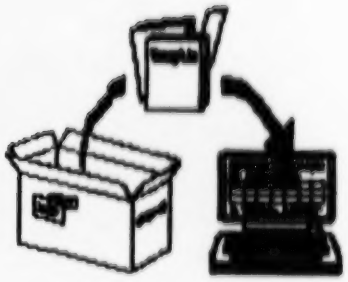


DON'T FORGET:

Non-cataloged, vertical file, and ACCO documents are to be counted for statistics after labelling!

Section III

Creating and Changing Records



a. Survey Cards

Periodically the GPO sends one or more surveys listing new items available to each depository; this is the primary means by which the librarian selects new documents to be added to the collection. After the selection has been made, the documents assistant will give the kardexer a pack of survey cards. Each card represents a new SuDoc classification.

Check to make sure the SuDoc number isn't already in use (if it is, consult the documents librarian), then prepare a new INNOVACQ record.

INNOVACQ will prompt for each field. In the illustration below, note how much of the information is taken from the survey card. For federal documents, the author is usually "United States" followed by the agency and/or the office if applicable.

NOTE: 1. The documents librarian will indicate ***(by penciling in)*** the appropriate corporate entry for each survey item chosen. This information can also be found by searching a recent issue of the Monthly Catalog by SuDoc number for this item or other items in nearby SuDoc numbers with the same issuing agency. The Monthly Catalog includes catalog records input with entries authorized by the Library of Congress.

2. "Department" is always abbreviated as "Dept." and comes first, ie, Dept. of Defense, Dept. of State, etc. Also, SuDoc class "I" is "Dept. of the Interior," and class "T" is "Dept. of the Treasury.

3. Before entering a new INNOVACQ record, read description of item on survey card's "page 2." If the item was "formerly classified" a record may already exist; see page 19. Otherwise, a record for the example survey card below right might be entered in INNOVACQ as shown below left:

CALL #	**J 21.2-2:**
AUTHOR	**United States. Immigration and Naturalization Service.**
TITLE	**Statistical yearbook of the Immigration and Naturalization Service.**
IMPRINT	**Washington, D.C. : G.P.O.**
SERIES	**0725-B.**
ISBN/ISSN	
OCLC #	**[return]**

ITEM NO: 0725-B PAGE 01 C

Justice Department
Immigration and Naturalization Service
(United States. Immigration and Naturalization Service.)
J 21.2-2:

Statistical Yearbook of the Immigration and Naturalization Service (annual) (P)

SURVEY: 85-007

And this display will appear:

B0000000 Last updated: 08-17-87 Created: 08-17-87 Revision: 0

24 LANG: eng	**29 BCODE1:**	**30 BCODE2:**	**31 BCODE3:**
25 SKIP: 0			
54 CALL #	**J 21.2-2:**		
55 AUTHOR	**United States. Immigration and Naturalization Service.**		
56 TITLE	**Statistical yearbook of the Immigration and Naturalization Service.**		
57 IMPRINT	**Washington, D.C. : G.P.O.**		
58 SERIES	**0725-B.**		

To modify a particular field, key its number

Read over the newly created record. Errors in any of the fields can be corrected by keying its number. For example, say the title appears as "yarbook" because of a typo. [type] **55**, and to fix the title without retyping it, [enter] **yarbook<=yearbook**, and the title will be corrected. (You can, of course, simply retype it as well.)

If the new item is to be microfiche – (MF) on the survey card after the title – add a note to the Bib record, [type] **I** (insert field), **N** ("note" field), **Microfiche.** [return], and the line

59 NOTE Microfiche.

will be added to the record. A note isn't necessary if the new item is going to be paper – indicated by (P) after the title on the survey card.

To complete the new record, add a note (by the same method as above) with the survey number; it would look like this:

60 NOTE Survey 85-007.

Finally, will more than one copy of the document be received; for example, Adelphi receives **two** copies of the Federal Register (AE 2.106:). To change the number of copies received, select its field number, and enter the number of copies to be received. (This will also affect the check-in process for the document; see p. 29).

Then, **Q** (quit), **A** (add record to database), and INNOVACQ will assign a record number, "B" followed by seven digits. This number should be penciled on the survey card – which is then filed in the "SuDoc items selected" shelf list.

When the first new survey item comes in:

In the serials check-in subsystem, the Bib record with "survey" note will appear for a SuDoc arriving for the first time. [Type] **A** (attach a new record). INNOVACQ asks: "What kind of record? 1) order 2) check-in... [type] **2**

INNOVACQ will begin a sequence of prompts. Because some of the system defaults have been set for the Periodicals/Microforms Dept.'s use (**OUTLINED**), it is necessary to overtype the proper Documents Dept. codes. Entering a Ø at any point will bring up the full list of options for the particular prompt. [Escape] to start over.

"Label type?"	[type] **N** (no).
"Frequency?"	Most common: **I** irregular, **A** annual, **M** monthly, **U** unknown.
"Location?" **PERIO**	[overtype] **docs**
"RLOC?" **P**	[overtype] **d** (receiving location)
"Vendor?" **FAXON**	[overtype] **docs**
"Check note?"	[type] **Instructions forthcoming from Documents Librarian.**
"Lib. has?"	Unless there are prior holdings to enter, [return] to omit.

INNOVACQ will say: "Creating a card" and will offer a series of prompts. [Escape] at any time during this sequence will result in a check-in record without a check-in card; the "create card" sequence can be re-initiated by typing **C** (create a card):

"Starting cover date of card, mo-dy-yr?"

Annual: enter year of incoming document (ie, 00-00-89) **Monthly**: enter January of year of document, ie

01-00-89 if document's date is April 1989. (January-March issues may come in somewhere down the line). If document is from "general" class for which frequency can't be estimated, [return] to leave blank. (Document frequency appears on survey card after title, or in description.)

"First expected date? (return if same as cover)

Annual: enter last day of current year, ie 12-31-89 during 1989. **Monthly**: if 01-00-89 was entered in cover date, [enter] 01-31-89. **Quarterly**: enter 03-30-(current year). If a class for which frequency can't be estimated, [return] to leave blank.

"Starting volume #?" "Starting issue #?"

Annual: [return] to leave blank. **Monthly/Quarterly**: (if series is of "year/volume" type, ie "989/1" etc.) enter the first issue of the incoming volume, ie volume **989**, issue **1**. (If the first new item that comes in is in the middle of a volume, ie, :**989/3**, earlier issues (989/1 and 989/2) ~~will probably~~ may arrive later.

"Days between issues?"

360 for annual, **180** for semiannual, **90** for quarterly, **60** for bi-monthly, **30** for monthly, **14** for semi-weekly (every other week), **7** for weekly, **1** for daily.
[return] for irregular or unknown frequency (will come out as **0**).

"Days before claim?" "Unit of binding?" "Binding delay?"

These are always set at **0**. Documents Dept. does not use this part of INNOVACQ.

"Number of items on card?"

The default, **14**, can be used for "irregular" documents; if numerous arrivals result, more boxes can be added. Use **14** for annual and semi-annual, **52** for weekly, and **48** for monthly, bi-monthly, quarterly, and heavily-received "general" classes. (Maximum is **56**; extra boxes should be left for special insertions.)

"Default parameters as you want them?" (Y/N)

Y creates the check-in card.
N will allow you to change any of the aforementioned areas except for "number of items on card" which can only be changed in maintenance mode once this point has been reached. [Escape] at any point between "cover date" and "number of items" will result in a check-in record without a check-in card, and the card sequence can be started again by entering **C**. Once "number of items" is entered, [escape] will **create the card**.

Check in the new document according to the steps outlined on pages 28-29. Then, **Q** (quit), and **A** (add record to data base). Tuck the survey card in the document and give to librarian. This will let him know that routing instructions are expected.

When the document is returned to the kardexer, the routing instructions can be added by way of the "update" subsystem (see p. 34).

b. Survey Card for Previously Published Item

Sometimes the GPO will issue a new classification by survey for a document that had been previously published under another class. If there is a separate INNOVACQ record for this document, it can be changed – see part (d) Notes.

c. Reactivating an "Inactive" Class

SuDoc class numbers for documents that have not been received for several years may have been listed en masse in several INNOVACQ records titled "Inactive SuDoc classification." If in checking in a newly arrived document one of the "inactive" records comes up, a new record must be created for the no-longer-inactive class. Delete the SuDoc number from the inactive list, and create a new INNOVACQ record (see p. 33).

Most of the changes to INNOVACQ records are made as a result of NOTES on the shipping list. Formerly (and in rare cases still) appearing at the bottom of the list, these notes are usually right below the item they refer to:

968-H-13	J 29.11/3: 985	IRS News, May/June 1986. Bureau of Justice Statistics Bulletin, Capital Punishment, 1985. NOTE: This title, Capital Punishment (annual) (P), has been removed from J 29.11: Bureau of Justice Statistics Bulletin (monthly) (P), and given its own class, J 29.11/3: . The item number remains 968-H-13.

The notation "has been removed from" indicates a document that has been previously published as part of a larger series. For example, the note above refers to the general "Bureau of Justice Statistics Bulletin" which consists of numerous documents covering a wide range of subjects. The document to be issued under its own class number will **still** be a "Bureau of Justice Statistics Bulletin" but only the bulletins on capital punishment will be "J 29.11/3:" – other bulletins will either be under the general number (J 29.11:) or they may be "removed" (in other words, separated out) into classes of their own, also by shipping list notes.

In a case where a document has been "removed... and given its own class," prepare a new INNOVACQ record using the information from the shipping list. Include as an alternate title (type U) the name of the original class, and a note (N) as to the "removed" status. The resulting record is illustrated below:

```
0000000000    Last updated 02 03 88    Created 02 03 88    Revisions 0

24 LANG: eng    29 BCODE1:        30 BCODE2:        31 BCODE3:
25 SKIP: 0
54 CALL #       J 29.11/3:
55 AUTHOR       United States. Bureau of Justice Statistics.
56 TITLE        Capital punishment.
57 IMPRINT      Washington, D.C. : G.P.O.
58 SERIES       968-H-13.
59 ALT TITLE    Bureau of Justice statistics bulletin.
60 NOTE         Removed from J 29.11:

To modify a particular field, key its number
```

Next a check-in record is created and the document is checked in as explained in Section IV. To indicate that the SuDoc class was created by a shipping list note, an "internal note" (field Z) is added to the check-in record, i.e., "Removed from J 29.11: (87-27-P)" – the shipping-list number is needed as a reference to check back to if future confusion arises. Then, clip a note to the document, letting the librarian know it is "removed from class..." It will be returned to the kardexer with new routing instructions. In this case, the librarian decided to continue routing the document as originally classed (ACCO), so the new record's check note reads "Acco."

In a few "removed... and given its own class" cases, some effort will have been saved by a previously established practice of "splitting" certain SuDoc classes that have the capability of being separated by the GPO at some future point. For example, a note on shipping list 86-345-P for item 768-A-1 said that "this title, Productivity Measures for Selected Industries (annual) (P), has been removed from L 2.3:, Bulletins (P), and given its own class, L 2.3/20:. The item number remains the same."

Ordinarily the kardexer would follow the procedure just explained. However, in the L 2.3: class, separate INNOVACQ records have been prepared for various individual titles. Thus all the kardexer has to do is match the title on the note to an existing record, change the SuDoc number (see also "Class Changed," below) and add the "removed class" notation to check-in record. If the title can't be matched, a new record is prepared as already illustrated (p. 20). And, if the title happens to be on a record called "inactive Labor Department bulletins," it is treated similar to the "inactive SuDoc class" document (p.19).

There are several other types of notes issued by the GPO. These include:

Class Changed: the GPO issued a note on an item (top record, illustrated below), saying that the U.S. Information Agency was to take over publication of the title. According to the GPO note, the agency, SuDoc number and item number were to be changed. A new record could be prepared, but rather than risk an error in transferring the records, and to save the effort (as well as computer space), changes were made directly to the existing record; the result is the bottom record. Note that the call number field has been changed to show the new SuDoc number, and the old SuDoc number has been added as a second call number field (so that the record will appear if either number is keyed); also, the author field now shows the new agency, and the old agency has been added in the "alternate author" field.

```
C1061517     Last updated 09-30-87     Created 05-11-87     Revisions: 4

TITLE     Opportunities abroad for educators.
CALL #    ED 1.19:
CHECKNOTE     Not cataloged.
LOCATIONS     docs

B1058830     Last updated 09-30-87     Created 05-11-87     Revisions: 2

24 LANG: eng      29 BCODE1:      30 BCODE2:      31 BCODE3:
25 SKIP: 0
54 CALL #         ED 1.19:
55 AUTHOR         United States. Dept. of Education.
56 TITLE          Opportunities abroad for educators.
57 IMPRINT        Washington, D.C. : G.P.O.
58 SERIES         460-A-14.

To modify a particular field, key its number
```

```
B1058830     Last updated: 03-16-88     Created: 05-11-87     Revisions: 3

24 LANG: eng      29 BCODE1:      30 BCODE2:      31 BCODE3:
25 SKIP: 0
54 CALL #         IA 1.29:
55 CALL #         ED 1.19:
56 AUTHOR         United States Information Agency.
57 TITLE          Opportunities abroad for educators.
58 IMPRINT        Washington, D.C. : G.P.O.
59 SERIES         460-A-14.
60 ALT AUTHOR     United States. Dept. of Education.

To modify a particular field, key its number
```

Added Class: one of the most common GPO notes is for the addition of a new document classification to an existing series, and the new SuDoc number often reflects this. For example, a note for item 964 said "this class, T 22.35/5-3:, Source Book, Sole Proprietorship Returns (quinquennial) (P), has been added to item 964."

The note becomes more understandable when you find that the original class was T 22.35:, Statistics of Income. At some point the GPO split this class into separate titles in the SOI series, and T 22.35/5: was designated for "Statistics of Income: Corporate Income Tax Returns." When the issuing agency published a "Source Book" for the corporate returns, that title was given the class T 22.35/5-2:, and the newest title (introduced by the GPO note) becomes T 22.35/5-3. A new INNOVACQ record should be prepared (as demonstrated on p. 20) and the internal note added to the check-in record would specify added class and shipping list number. As before, a note saying "added class" is attached to the document and given to the librarian, who will decide on routing and cataloging and make this information known to the kardexer.

Correction: occasionally the GPO will issue a correction as a "note" on a regular shipping list rather than on the usual pink correction form. Such a one (on shipping list 86-439-M) noted that for item 1028-B, Y 4.W36: WMCP-99-17, Compilation of Social Security Laws, vol. III, "the correct class should read Y 4.W36:10-2/986/v.3. We will refilm and redistribute at a later date..."

Although issued as a note on the bottom of a regular shipping list, this should be recognized as a "correction," and treated as such; see part (e), below.

e. The Correction Sheet

The correction sheet, usually included in the standard shipment box, is pink and contains a listing of individual document titles, the shipping list information for each, and a correction. As in the shipping list notes discussed in part (d), these corrections vary widely in their instructions; the kardexer's task may range from nothing whatsoever, to a careful untangling of a complicated GPO-tied knot. Whoever has processed the documents upon their arrival also should have prepared the correction sheet by bracketing those items the Adelphi depository receives, and crossing out those not received.

The following examples are meant to be indicative of most of the corrections necessitated by the pink sheet; be aware, however, that a few examples cannot cover every situation and, when in doubt, consult the documents librarian.

Note the format of the correction: the item and classification number listed are those under which the document appeared on the original shipping list. In the "title" column appears the shipping list number and date, the title under which the document was shipped, and the correction to be made. Many times the correction will refer to a typographical error in the item or classification number on the original list; other times it will be an error in the classification of the document itself.

For example, in the illustration below, the error was an incorrect SuDoc number (the part after the colon, referring to the individual document). To correct it:

956 | T 22.2: P94/15/987 | SHIPPING LIST 86-1011-P, December 31, 1986
Projections, Calendar Year 1987
Please change class to T 22.2: P84/9/987

[illegible] Last updated [illegible] Created [illegible]

CALL # T 22.2:
TITLE General publications.
CHECKNOTE Give to Documents Librarian.
LOCATIONS docs

BOX 22 OF 56

*22
ARRIVED
P94/15/987
1

*22
ARRIVED
* 1/03/87
1

1. Conduct a search by call number to confirm that we were entitled to receive the title in question (see p.1) and that we did indeed receive the one to be corrected. Check the INNOVACQ record and the entry for the document as it was originally classified, processed by us with a date that is later than the shipping-list date cited by the correction sheet (in this example, Dec.31, 1986). If an earlier date appears, it is not the document referred to by the correction – the document in error might have duplicated the SuDoc number of the earlier arrival, for example, and the original should not be corrected. Look for a later arrival with the same SuDoc number; if none, see next paragraph.

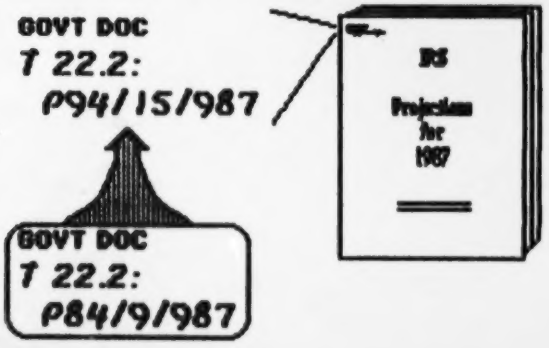
Remember, to see the transaction date when the notes field is in use, type M (maintenance), T. To get back the note, type N.

2. If there is no INNOVACQ entry, find the original shipping list to see if the item was either a "rain check" (marked "RC") or claimed (item would be circled); if so, save correction until title arrives. If item was marked as a "no" by accident and the 60-day deadline hasn't passed, claim! Otherwise, consult librarian; document may have to be specially ordered.

Also, if the item was checked off on shipping list but never checked into INNOVACQ, consult librarian as to its current location (and possible replacement).

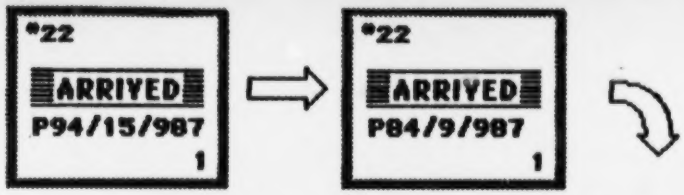
3. Find the document, and confirm that the title matches the one on the correction sheet. (If it does not, and the date stamped in back matches the record you've found, consult librarian.)

4. Change the SuDoc number as directed by the correction, on the document's cover by pasting a label over the original, and on the inside (it should be on one of the first few pages) by crossing out the old SuDoc number, and penciling in the new; also add the number of the correction sheet (at the top, it looks like a shipping-list number). Don't write the shipping-list number given in the correction itself; that refers to the original shipment and is already on the document.

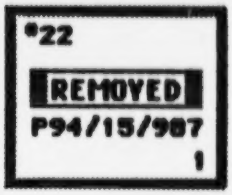


~~T 22.2: P94/15/987~~
T 22.2: P84/9/987
87-176-P

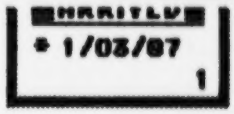
5. Change the INNOVACQ record, either by modifying the item's box to display the new SuDoc number with a correction note next to it (illustrated at right, but see how note is only visible in line format and old SuDoc number doesn't appear); or, preferably, by changing the status of the original box to "Removed" and adding a correction note (illustrated below left), and checking in a new box for the corrected SuDoc number (illustrated right). Note that the date the correction was made appears in the "removed" box (or use the date of the correction sheet), and the original arrival date appears in the new box.



*22 P84/9/987 [corrected 87-176-P]
ARRIVED on 1/03/87 1 copies



*22 P84/9/987 [corr to P84/9/987, 87-176-P]
REMOVED on 1/27/87 1 copies



6. Check the corrected item on the pink sheet; when all are done, the sheet is initialed by kardexer and is filed.

The following are examples of other changes required by correction sheets and how they are handled. For situations not covered here, consult the documents librarian.

A

620	I 19.3: 1731-A	SHIPPING LIST 86-865-P, October 29, 1986 Mineral Resources of the Castle Peaks Wilderness Study Area, San Bernardino County, California, Bulletin 1713-A Please change class to I 19.3: 1713-A

1. Confirm receipt. If "1713-A" is checked in and "1731-A" **isn't**, error may only have been on shipping list and kardexer corrected on arrival.
2. Find document; verify title number printed on document is correct. If misprint, paste label over. Change SuDoc numbers (as described on p. 23) if necessary.
3. Check in "1713-A" on record if it hasn't been; however, **don't** remove "1731-A" until verifying a document with that number hasn't also come in.

B

128	C 1.2: W84	SHIPPING LIST 86-750-P, September 12, 1986 Ask US, Women Business Owners, Revised August 1986 Please change class to C 1.2: W84/986

1. Confirm receipt.
2. Find document, add "/986" to cover label and inside SuDoc numbers.
3. Add "/986" to INNOVACQ box.
4. The addition of a year to the SuDoc number indicates the new document may have superseded an older edition. Handle according to the procedure for checkin in "Library Keeps Current" (see p.10). Check off item on correction sheet when completed.

C

785-A	LC 1.12/2: B45/2	SHIPPING LIST 87-85-P, February 10, 1987 Berlin: 740 Years, A Selective Bibliography, 1986 Please change title to read "Berlin: 750 Years, A Selective Bibliography, 1986"

1. Note that no records require change; error is in title. However, the correction is not clear as to whether the document itself needs to be changed, or merely the shipping list. So, confirm receipt, and...

2. Find document. As the record for the LC 1.12/2: class* says "Give to Documents Librarian," the item may be anywhere along the way to being (or not being) cataloged. Unless the shipping-list date is too recent to allow the possibility, assume the document has been cataloged, and backtrack from that point, to expend the least effort in locating the item:

a. Search ALICAT (Adelphi's computerized catalog of the library's holdings) by SuDoc number (although sometimes documents are catalogued by Library of Congress call number, which you don't know at this point) and title. If document has been catalogued under the corrected title (and the date of publication is current, not an older edition) assume the error was only on the shipping list and check off item. If document has been catalogued under incorrect title, prepare an ALICAT change request for record to be corrected in database (or consult librarian for procedure). Check off item on correction sheet.

b. If there is no ALICAT entry, look for SuDoc number in document librarian's card-catalog file for titles sent to Technical Services for cataloging. If filed there under incorrect title, try to intercept document (or ask librarian to) before it is cataloged. If title is correct, don't worry. Check off item on correction sheet.

c. If there is no card in drawer, look through the documents waiting for review by document librarian's shelf. If there, correct title if necessary. Check off item on correction sheet.

d. If document isn't on shelf, (1) look through the items that are awaiting labelling or (2) check the appropriate location in the document stacks, and change title if necessary. Check off item on correction sheet.

3. If you haven't found the document after all this, report potentially mis-titled missing document to librarian.

*If "LC 1.12/2: B45/2" has its own record (some individual titles do!), you won't have to go further than step 2a.

D

644-B-1	I 27.72: 86-13	SHIPPING LIST 87-84-P, February 10, 1987 Chemical Grounds for Potential Use in Bureau of Reclamation Projects, GR-86-13, December 1986 Please change item number to 664-B-1

Although not necessarily the case with this specific item, let us assume the depository is "Y" for 644-B-1, and the document has been checked in.

1. Confirm receipt.

2. Note that the corrected item number, 644-B-1, is "N" on Adelphi's item selections list. Remove the title from the record to which it was (incorrectly) added. If a new

record has been prepared specifically for this document, delete it.

3. Give to documents librarian, who will review and decide whether to discard or to add item to those selected by our depository library.

4. Check off item on correction sheet.

E

740-A	Ju 6.8/b: 987/ 85-971	SHIPPING LIST 87-44-P, January 21, 1987 Supreme Court of the United States, (Slip Opinion), No. 85-971, January 14, 1987 Please change class to Ju 6.8/b: 986/85-971

1. Confirm receipt.

2. Note that this item is cataloged and kept in the library's Reference collection. There is no INNOVACQ check-in record. Each one received is labelled (Ref. KF 101.A2) and sent for shelving in Reference collection. The error (a year misprinted) will not affect either the INNOVACQ record or the shelving of the title. Check off item.

Note: If an essential part of the SuDoc number is misprinted, the kardexer may suspect a misprint on the document itself and check with documents librarian for clarification.

F

960	T 22.25: 986-3	SHIPPING LIST 87-88-P, February 12, 1987 Internal Revenue Cumulative Bulletin, 1986-3, Vol. 3, Senate Report 99-313, S/N 048-004-01933-7, * $47. Please change class to T 22.25: 986-3, v.3

1. Confirm receipt.

2. Note the document is cataloged and kept in library's Reference collection. Unlike the previous example, however, it is a bound volume and intended to be a permanent part of the collection. The item arrived with the correct information (pt. 3, v. 3) on the spine, cover and title page. In this case, the omission of the volume number in the SuDoc number will not affect the cataloging and it is not necessary to add "v.3" to the document's first page (although the kardexer may so choose).

3. In the INNOVACQ check-in box, change 986-3 to 986-3, v.3. The kardexer may have done this originally if the error was recognized when the document arrived.

4. Check off item on correction sheet.

G

133-A-45	C 3.204/3-47: 985	SHIPPING LIST 87-162-P, March 19, 1987 County Business Patterns 1985, Vermont, CBP-87-47 Please change the number in title to CPB-85-47

1. In any case where a document series number is included in the title, an error will not affect checking in, cataloging or SuDoc labelling. While the correction doesn't indicate clearly whether the number was misprinted on the shipping list or on the document itself, the kardexer might find the document and fix the number if necessary (and check off item on correction sheet).

Other changes to INNOVACQ records may be prompted by the GPO's monthly newsletter, "Administrative Notes."

For example, in its "Whatever Happened to...?" section of the Notes, the GPO may report that a certain title cannot be distributed to depository libraries; e.g., a "rain check" (p.2) for which the publication's issuing agency couldn't provide additional copies.

In this case you would confirm that the title has not been received. If it is a serial publication (i.e. A 93.16/3: 11/2), the INNOVACQ box for this title's volume 11 no. 2 might show up as "LATE." Change the status to "MISSING" and add a note to the box saying "GPO can't send" and the source of the instruction; i.e., WHT 1988-19, 2/89 (for the "Whatever Happened To" sheet number and the Administrative Notes issue date).

If the missing title is a general publication (i.e. S 1.2: K47/8), add an INNOVACQ box, again with status "MISSING" and a note attributing this status to a GPO "WHT."

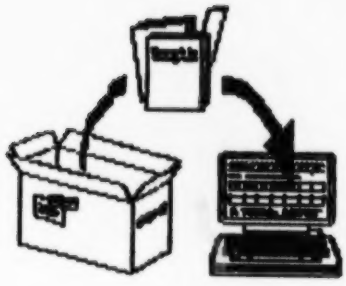
Apprise the documents librarian of the situation; perhaps a photocopy of the missing item can be obtained from another depository.

The GPO also includes in its Administrative Notes an "Update to the List of Classes." Some of these are added or changed classes, similar in format to the shipping list Notes, and should be treated as such (see p. 20-22). However, instead of a shipping-list number, the Bib record **note** and check-in record **Int. Note** (internal note) should attribute the change to a GPO Update and include the sheet number and Administrative Notes issue date (e.g. Added Class, GPO Update 1988-39, 2/89).

Other updates from the Administrative Notes might specify, for example, "format changed from paper to microfiche" or "title discontinued." Often, this notification follows the change by several months and INNOVACQ records will already indicate that a title is arriving in a different format, or hasn't come in for a while (the SuDoc number may appear in an "Inactive" record). For the latter, however, if an <u>active</u> INNOVACQ record exists, you can add "GPO reports discontinued" and the Update number and date to the Bib and check-in note fields.

Section IV

Selected INNOVACQ Routines

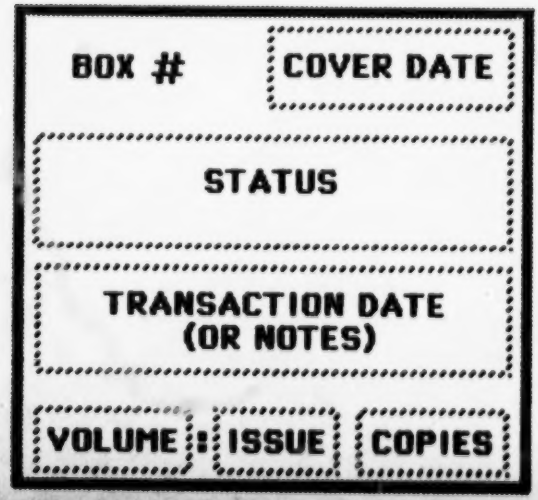


From INNOVACQ's Main Menu, choose:
O ordering and receiving subsystem... and then
S check in serials
[password sequence]
Use today's date as RECEIVED date for check-in? **Y**
During check-in, do you want to generate claims for late issues? **N**
Are all options as you want them? **Y** (**N** to return to first question)
What record do you want to check in? (RETURN if done)...
c[SUDOC] to find record by SuDoc number (ie. **cae2.106**)
t[TITLE] to find record by title (ie. **tfederal register**

- If bibliographic ("bib") record appears with no check-in record, see p.18.
- If "Inactive SuDoc" record appears, see p. 33.
- If check-in record has no "card" (there will be no boxes and in addition to the options listed below there will be a **C> Create check-in card**) and CHECK NOTE does not say "no check-in record" or "Documents does not check in" see p.18.
- If a "summary of attached records" appears (example on p.35) select appropriate record. If none are correct, make sure you have the right SuDoc record.

Read the CHECK NOTE for any special instructions on checking in document.

C> CHECK in (current box)	= Check in the blinking box (or line).
O> Check in some OTHER box	= Asks for specific box number to check.
M> MAINTENANCE mode options	= To change information or view other screens (also see p.30).
E> EDIT check-in record	= Will bring up entire check-in record, including any detailed checking instructions for complicated classes.
Q> QUIT	= Go back to "What record do you want to check in?"



CHECK-IN ASKS:

Volume	Accepts any single number. To enter a range, ie 985-86, type 985-986. If *beeps*, range not acceptable, use NOTES instead.
Issue	Accepts single number or range as above. If *beeps* use NOTES.
Cover Date	dd-mm-yy (for numbers less than 10, #1-#9)... ## if day and/or month blank.
Notes	Type anything. First 10 characters appear in box. To view rest of NOTE, [type] M (maintenance), L (line format). To return to card format (boxes), [type] C

[RETURN] to leave any of the above fields blank.

For example, in a series such as the Code of Federal Regulations (AE 2.106/3:) each volume is annually updated and only the current edition is kept. Instead of adding boxes, it is more space-efficient to change the existing box (illustrated below left) into a new version (right).

M maintenance mode options
M modify a box **Which box?** 32
A alter data elements of this box

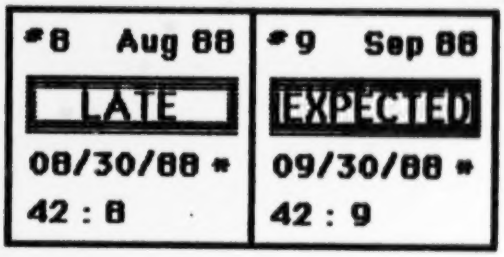
Previously entered data will appear next to each field name. Type over it to change, [return] to leave unchanged, or [delete] to blank...

Status [Expected, Arrived, Partial, Missing, Removed, Null]*	**ARRIVED**	[return] to leave unchanged
Volume	**7**	[return] to leave unchanged
Issue	**989**	[type] **990**
Cover Date	**1989**	[type] **00 0** (month/day blanks) **90**
Transaction Date	**03-08-89**	[type] **today's date**
Number of copies written	**0**	[return] to leave unchanged
Number of copies received	**1**	[return] to leave unchanged
Notes	**pt 100**	[return] to leave unchanged
Replace data for this box? ⟶		[type] **Y** if correct, **N** to start over...

*Also Bound and ToBind, which Documents Dept. does not use. "Missing" for lost documents, "Removed" for discarded.

c. Checking in Boxes Out of Sequence

Many of the documents that fit the serial pattern of INNOVACQ (the second half of the SuDoc number is in volume/issue format) do not necessarily arrive in the order that they are published. For example, if Box #8 is the next issue expected, it will be blinking – and if the transaction date has already passed, INNOVACQ will automatically change its status to "late." Suppose then that Box #9 comes in. To check in: **0** (check in other box), **9** (to check in 41:9 and leave 41:8 blinking). Or, **M** (maintenance), **R** (reset current box to) **9**, which will let you check in 41:9, and make 41:10 the next box to blink.



d. Partial Receipts

Adelphi receives two copies of the daily Federal Register (AE 2.106:), one in paper and one in microfiche. Since the check-in record field for number of copies is **2**, when the first copy is checked in (and **1** is entered for copies received) the result will be a "Partial" status, as illustrated at left. When the second copy is checked in, INNOVACQ will automatically change copies received to 2 and the status to ARRIVED. (To further identify the partial receipt, i.e. as "paper," use box's note field.)

If M is selected from the check-in menu, the following are all accessible:

A> additional options. Lists options in rotating groups of six or seven. (But, any maintenance option key selected will work whether or not it shows as a choice.)
B> scroll back. Shifts card back to show the previous screen of boxes.
C> use card display. Items appear as boxes. A maximum of 21 boxes appear at once.
D> delete. Wipes out a box. If status is "arrived" INNOVACQ will ask "are you sure?" before deleting.
E> edit check-in record. To view or change any of the fields of the check-in record. As the often-used CHECK NOTE appears only partially when the check-in card shows, keying "E" will show the entire check note, which may include lengthy instructions for complicated or confusing SuDoc classes.
F> scroll forward. Shifts card ahead one screen.
I> insert. To insert a box between two others. For example, to insert between box #'s 3 and 4, when INNOVACQ asks "new box will be?" enter 4. (Maximum 56 boxes per card).
J> jump to a specific box. Check-in card moves to box # entered.
L> use line item display. Box appears as line. ALL information in "notes" appears in this display. A maximum of seven lines (as opposed to 21 boxes) appear on one screen.
M> modify. Changes the information in a box.
N> display notes. Shows information entered in "notes" of box.
P> change parameters. Changes the options selected for the check-in card (see p.18-19).
Q> quit. Returns to "What record do you want to check in?" May display check-in record first, if so Q again. If record's information has been changed, INNOVACQ will ask M (make changes permanent), E (exit without changing record), or R (return to editing of record) before quitting.
R> reset current box. Changes the "current" or blinking box (the next one to be checked in).
S> record summary. Displays summary if there is more than one check-in record (see below)
T> display transaction dates. Shows dates items received instead of notes.
U> update a range. Changes several boxes at once.
X> delete card. Wipes out entire card, but leaves check-in record intact.
Z> exit to check-in. Exits maintenance mode, ready to check-in current box.

f. Using "Library Has"

For some document classes, the "Library Has" field of the check-in record has been used to keep track of some older documents. For example, quite a few of the Y4 (U.S. Congressional committee) classes have check-in cards with boxes intended for documents issued by the 100th Congress, while the 99th Congress publications have been entered in "Library Has." To display these holdings, [type] E (edit check-in). On a record, such a line might appear:

54 Library has: 99-2,3,5,7,9,12,22,34,42,43,55,69,71,72,80,83,86,88-92,95,100, 102,104,108,112.

Say that in this class, in addition to the new :100-* documents, :99-101 comes in. This document can be inserted into the holdings list. When in edit check-in, the command menu notes "to modify a particular field, key its nuimber." The "Library Has" field number varies for each record; in the example above it is 54, so enter 54, return, and the screen will say:

54 Library has: key new data, "old data"<="new data", or return to delete field:

The entire field as it appears in the example can be re-entered, adding the new document. But it is much easier to change the entry. To insert our ":99-101" into the

list, you would enter 100<=100,101 and the field will now appear as:

54 Library has: 99-2,3,5,7,9,12,22,34,42,43,55,69,71,72,80,83,86,88-92,95,100, 101,102,104,108,112.

Keep in mind that if a mistake is made in editing fields this way, you can Q (quit) and E (exit without updating record), and the record will appear as it did before you made any changes. Once you save a changed record (with M), however, that is the only record – so review extensive changes well before changing them.

"Library Has" can also be used to free up space on the check-in card if the maximum 56 boxes have been reached and you do not want to add another check-in record. Enter M (maintenance), J (jump to box) 1, and get this ⬇

/ED	*53 ARRIVED Au3/5	*54 ARRIVED B53	*55 ARRIVED Em4/4	*56 ARRIVED Y8

Boxes 1 to 21 of 56

*1 ARRIVED R53/2	*2 ARRIVED Su8/987	*3 ARRIVED Au3/6	*4 ARRIVED H79	*5 ARRIVED B12/987	*6 ARRIVED T44/22	*7 ARRIVED R13/2
*8 ARRIVED B22/986	*9 ARRIVED Ur3	*10 ARRIVED G56/3	*11 ARRIVED Ir2/8	*12 ARRIVED Sch6	*13 ARRIVED M66	*14 ARRIVED L84/988

Display "transaction dates" for these boxes: (still in maintenance mode, type) T:

Boxes 1 to 21 of 56

1 ARRIVED 03/03/87	*2 ARRIVED 03/03/87*	*3 ARRIVED 04/11/87*	*4 ARRIVED 04/29/87*	*5 ARRIVED 05/13/87*	*6 ARRIVED 07/20/87*	*7 ARRIVED 07/20/87*
8 ARRIVED 08/02/87	*9 ARRIVED 10/12/87*	*10 ARRIVED 11/03/87*	*11 ARRIVED 12/13/87*	*12 ARRIVED 12/28/87*	*13 ARRIVED 01/15/88*	*14 ARRIVED 01/15/88*

Note that the first 12 boxes arrived in 1987. You can enter these documents in a "Library Has" field and thus free 12 more boxes for use. Bring back the "notes" display

by entering N, and write down the first 12 documents. Then [type] Q to get out of the maintenance mode, and E to edit the check-in record. Insert a "Library Has" field by entering I, then H, then the information, "1987: R53/2, Su8/987..." etc., and the check-in record will now include this field:

55 Library has: 1987: An3/6, B12/987, B22/986, G56/3, Ir2/8, R13/2, R53/2, Sch6, Su8/987, T44/22, Ur3.

(By the way, you have to put them in alphabetical order; INNOVACQ can't do it for you — at least, not yet.)

Boxes 1 to 21 of 44

*1 ARRIVED M66	*2 ARRIVED L84/988	*3 ARRIVED Z3
*8 ARRIVED	*9 ARRIVED	*10 ARRIVED

Now go back to check-in mode (type C) and delete the first 12 boxes: M (maintenance), U (update a range of boxes), D (delete...boxes)... "Start at Which Box?" 1, "End at Which Box?" 12, and *voila*, box *13 has moved up to *1, and the filled-up card of 56 is down to 44 (illustrated at right)... and, as you are still in maintenance mode, add some new boxes: U (update a range), I (insert a range), "First box of new range?" 45, "How many boxes to insert?" 4, "Status?" E (for "expected"), then [return] in response to "Starting Volume," "Starting Issue" and "Starting Cover Date," and as "Starting Transaction Date" will be that of Box *44, enter a space and [return] to blank it out. The result:

Boxes 36 to 48 of 48

*36 ARRIVED In21/4	*37 ARRIVED N52/3	*38 ARRIVED 088	*39 ARRIVED Y19/988	*40 ARRIVED Ac3	*41 ARRIVED Q11/5	*42 ARRIVED R13/3
*43 ARRIVED Em4/4	*44 ARRIVED Y8	*45 E	*46 E	*47 E	*48 E	

Although you can add eight more boxes before the maximum 56 is reached, it is better to leave some room for now, and fill in more later if necessary. To make Box *45 read "expected" and blink as the next box to be checked in, [type] R (reset current box to) 45, and Z to return to check-in mode. If there are none to enter at the moment, Q (quit) and M (make changes permanent).

g. Checking in Special Series:

The "series" field in the government document bibliographic records has been used for the item number of each class. However, the field has also been used for a couple of special exceptions:

AUTO MAIL documents that had been separated out into a kardex drawer of their own – federal documents that arrive by U.S. Postal Service mail rather than UPS – have a series field that says "auto mail." They can be checked in in two ways:

"What record do you want to check in?" **t [individual title]**
(for example:) **tfederal register**
(no space between t and title)

OR

"What record do you want to check in?" **sauto mail** (s for series, no space, auto mail), which will list all "automatic mailing" documents currently received. Select the number of the item you want to check in; after, R to return to the list.

Also, "NYS DOC" has been entered as a series name for New York State documents checked in by the kardexer, and "NON FED" has been used for documents that are neither federal nor New York State. [Type] **snys doc** or **snon fed** for the lists.

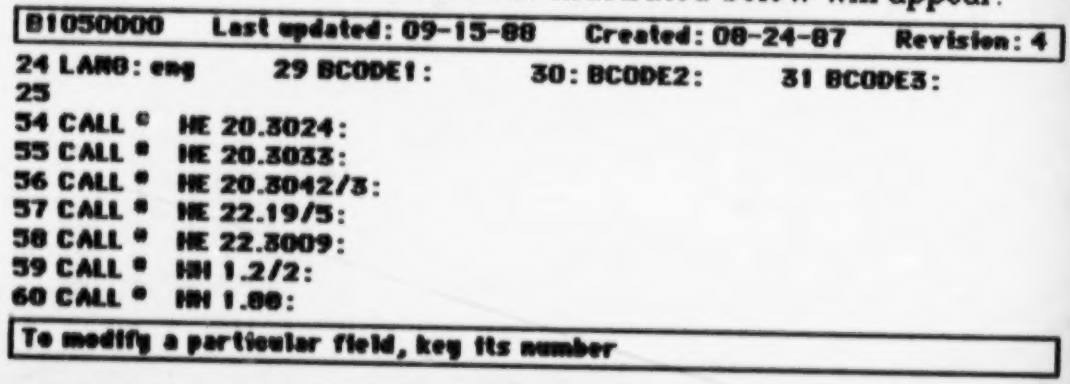
h. Encountering and Editing "Multiple" Bib Records

In a few cases, one bibliographic record has been used in place of what would amount to many separate Bib and Check-in records. These include:

1. Inactive SuDoc classification numbers: lists SuDoc numbers of classes that have not been received for several years. If in "check-in" a SuDoc number is entered and one of these records comes up, a new record must be prepared for the document, and the SuDoc number deleted from the "Inactive" record.

This cannot be done in "Serials Check-in" mode. If you key a SuDoc number and get an "Inactive file," write down its Bib number (in the upper left corner of the screen, a "B" followed by seven digits) and:

[type] **Q** (quit), [return] to exit "Bib" check-in mode, and **Q** to exit "check-in" entirely, then **U** (update), **B** (Bib records), and the system will ask what record you want to update. Enter a period, the "B" will be inserted for you, and type the seven digits. If you enter the wrong numbers, INNOVACQ will say "invalid" and let you try again. If the correct sequence is entered, a screen such as the one illustrated below will appear.


B1050000 Last updated: 09-15-88 Created: 08-24-87 Revision: 4
24 LANG: eng 29 BCODE1: 30: BCODE2: 31 BCODE3:
25
54 CALL # HE 20.3024:
55 CALL # HE 20.3033:
56 CALL # HE 20.3042/3:
57 CALL # HE 22.19/5:
58 CALL # HE 22.3009:
59 CALL # HN 1.2/2:
60 CALL # HN 1.88:
To modify a particular field, key its number

The title may be out of sight as the inactive SuDoc numbers have all been entered in "call number" fields, which always come before the title in the record. If the SuDoc number of the newly arrived document isn't one of the first few, [type] **M** to see more of the record. When you find the right number, double-check,

then take it off the list by keying the number next to it. For example, to delete HE 22.3009: from the record on p. 33, [type] 58 and then [return] to delete the field. A new individual record would then have to be created for the re-activated SuDoc number; use the same procedures as detailed on pages 17-19. Instead of a survey card, the pertinent information comes from the old kardex card. Holdings that are still in the library's collection may be entered in a "Library Has" field, and a Bib record **note** and Check-in record **Int. Note** (internal note) may be added to indicate a "reactivated class" and the date. Check with the documents librarian to see if routing instructions noted on the kardex should be retained, or if new instructions are required.

If you wanted to <u>add</u> to the list of Inactive SuDoc numbers, you would select I (insert field), C (call number), and enter the number; ie, HE 20. 3029: To move this new entry into its proper place in numerical order, [type] Z (move field)... "Which field?" (enter the number of your new entry)... "Move to Which Field?" **55**... and HE 20.3033: will become field 56 automatically.

<u>2. New York State documents</u>: annual reports of the New York State Legislature committees, and of various state offices and agencies, also have been multiple-listed on Bib records rather than using one record for each, in which the titles would all be "Annual Report." Since most of these documents are cataloged for the Reference department, holdings do not have to be recorded in INNOVACQ since they already are and will continue to be entered in the library's online catalog by the cataloging department. For routing instructions, when in check-in mode, [type] **snys doc**, select "NYS Assembly..." "NYS Senate..." or "NYS offices/agencies annual reports" and choose the appropriate committee or office, with its accompanying Reference LC call number,

i. Changing Records

The fields of Bib and Check-in records may be changed by entering U (update) from the main menu, and in response to "What record do you want to update?" [type] **c[sudoc]**, **t[title]**, or a period and the seven-digit Bib number if you have it handy.

For example, a GPO correction says the document detailed in the record below has been removed from the Y 10.2: class and given one of its own, Y 10.22:

Although you could simply change the call number field, keep in mind that the GPO sometimes continues to send documents under old classifications. So, in this case you would first duplicate the existing SuDoc number: I (insert field), C (call number), **Y 10.2: Ak3/**... it will appear below the original call number.

Then change the original to the new number: **54** (modify field 54), **Y 10.22:**

The resulting record will look like the one

```
C1050002        Last updated: 10-12-87        Created: 08-30-87
TITLE  The oil resources of Alaska, a Congressional assessment.
CALL # Y 10.2: Ak3/
CHECKNOTE  Not catalogued.
LOCATIONS  docs

B1050832x       Last updated: 09-28-87        Created: 08-30-87
24 LANG: eng        29 BCODE1:          30 BCODE2:
25 SKIP: 0
54 CALL #       Y 10.2: Ak3/
55 AUTHOR       United States. Congressional Budget Office.
56 TITLE        The oil resources of Alaska, a Congressional assess
57 IMPRINT      Washington, D.C. : G.P.O.
58 SERIES       0483-A-17.

To modify a particular field, key its number
```

illustrated at right.

Note that the new SuDoc number, since it is the first call number in the Bib record, appears as the only call number in the partial check-in record above. However, the record will come up if either number is entered.

If it is the title that has been changed, follow the same procedure; copy the original title in an **alternate title** field (**U**), then change the original to the new title. For a changed issuing agency, use the **alternate author** field (**b**).

```
C1050002      Last updated: 10-27-87      Created: 08-30-87
TITLE  The oil resources of Alaska, a Congressional assessment.
CALL # Y 10.22:
CHECKNOTE  Not catalogued.
LOCATIONS  docs

B105032x      Last updated: 10-27-87      Created: 08-30-87
24 LANG: eng      29 BCODE1:      30 BCODE2:
25 SKIP: 0
54 CALL #      Y 10.22:
55 CALL #      Y 10.2: Ak3/
56 AUTHOR      United States. Congressional Budget Office.
57 TITLE       The oil resources of Alaska, a Congressional assess
58 IMPRINT     Washington, D.C. : G.P.O.
59 SERIES      0483-A-17.
To modify a particular field, key its number
```

For all changes, don't forget to make a note of it – in the Bib record (**n** for note) and in the Check-in record (**z** for internal note). Example: "Class changed, 87-104-P."

j. Adding Check-in Records

If a check-in record is filled, new ones may be attached (on a Bib record, **A** create additional check-in record). However, unless the "identity" field is used, the resulting record summary, which appears for two or more records, will be confusing:

```
Summary of Attached Records:
Checkin 1> Location= docs; card status= C;
Checkin 2> Location= docs; card status= C;
```

Which record do you select? If you use the "identity" field as well – **I** (insert field), **I** (identity) – you can differentiate between the two:

```
Summary of Attached Records:
Checkin 1> Location= docs; card status= C; identity= 1989-
Checkin 2> Location= docs; card status= C; identity= 1984-1988
```

Note that the newly added record appears first on the summary; the old record moves down to the second position.

"Identity" can also be used to separate documents by their issue period within the same Bib record. For documents that come in once a month and are indexed annually, you might have:

```
Summary of Attached Records:
Checkin 1> Location= docs; card status= C; identity= ANNUAL INDEX
Checkin 2> Location= docs; card status= C; identity= MONTHLY ISSUES
```

Or, in a general publications class with 56 boxes, identify old record with a date:

```
Summary of Attached Records:
Checkin 1> Location= docs; card status= C; identity=
Checkin 2> Location= docs; card status= F; identity= 09/22/87
```

So you know the older record (F = filled) includes documents checked in before September 22, 1987.

To search INNOVACQ records without running the risk of inadvertent changes, select R (Data Retrieval Subsystem) from the main menu.

Bibliographic Search: select S (search the bibliographic file), then B if the information you need is likely to be on the Bib record, or C if you are seeking details of the check-in (for example, to find out when a certain document arrived). Choosing one will not preclude your looking at the other, however; switching your review from the Bib record to the check-in record is a matter of typing one key.

The field choices for your search will be displayed. They, and their corresponding for Government Documents records in INNOVACQ, are:

C	Call #	SuDoc number
A	Author	Agency (federal document records start with "United States...")
T	Title	Class name (actual title only when SuDoc class is a single title)
S	Series	Item number of SuDoc class
D	Subject	[Not used for documents unless record entered by Tech.Services]
O	OCLC #	[Appears only on records duplicated in ALICAT]
I	ISBN/ISSN	[Not used for documents records]
K	Title key	[System's method of filing; not applicable]
#	Record #	[Bib record numbers; note that most of the old kardex cards have corresponding Bib record numbers if you have something to trace that way.]
Q	Quit	

BOOLEAN searches: multiple term searches and partial-term searches are available on INNOVACQ through L (create LISTS of records) on the data retrieval subsystem menu.

Select B (Bib) for the kind of list you want to create. This display will greet you:

```
01 LANG                03 BCODE1:             05 BCODE3:
02 SKIP                04 BCODE2:             06 COUNTRY
                                              07 SEE TAGS

Present search range: b100000x to b10 _____
Find Bibliographic records that satisfy the following conditions

Enter number in front of desired fixed length field
```

The only applicable choice at this point is 07 (you must type the 0) which will then display all the possible fields on which you may base your search. When you choose a field (by typing the letter before it), its name will appear under the "Find Bibliographic records..." line.

You must then choose the field "condition," = (equals), ~ (not), > (greater than), < (less than), G (greater than or equal to), L (less than or equal to), H (has). You may then add another field to the search by typing A (and) or O (or), select a particular range of records to search by typing \ (backslash), or start the search with S.

For example, a search to find all Bib records for government document classes that have the word "energy" in them, might be accomplished thus:

R data retrieval
L create lists

"Choose what kind of lists:" **B** (Bib records)

07 see tags (choices will display)
T title
H has

(enter string) **energy** [return]
A for AND, O for OR, S to START

A AND
$ (CHECK INFO)
06 location
= equals
docs checked in at Government Documents Dept.

NOTE: If a search has been done by either the Documents Dept. **OR** the Science Library (the two share a terminal port) and has not been deleted, you will get a selection menu that asks, among other things, whether you wish to perform a new search. Doing so will wipe out the existing search! Make sure this is okay before proceeding... you can also add your search to the existing one, but you would want to do this primarily if you are continuing a search you had started... see p.38...

If desired, you can set more conditions; ie., limit the search to a particular agency, either with the author field (**Author has "Dept. of Energy"**) or the call number field (**Call Number has "E"** – which might be too vague!) or to documents sent to the Science Library (**Location = scien**). Or, assume you only want to see Bib records between b1045000 and b1055000. You can specify this range:

**** range

Search records in another review file? (Y/N) **N**
Enter starting record number .b **1045000**
Enter ending record number .b **1055000**

Starting record number is 104-5003 and ending record number is 105-5008
Is the range correct? (Y/N) **Y** (or **N** to re-enter)

You are now ready to begin the search:

S start search

INNOVACQ will show a tally of results as the search progresses, ie., **1 found, 97 records searched**... and a search can be stopped with S. However, you cannot look at the results and <u>then</u> resume the search; you would have to re-enter the conditions (although you could start the search at the last record number you look at). A search of 1000 records took about seven minutes on Adelphi's system; the entire database of 7000 records (and growing) would take 45-50 minutes.

The example search resulted in **19 found, 1001 records searched**. INNOVACQ then asks, "What name would you like to give this file of records?" In this case, it was called **energy titles**. INNOVACQ now says:

```
Your review file, energy titles,
has 19 records in it ready to be listed.

T> display review file on TERMINAL  (look at search results one record at a time)
P> PRINT all of the data in the review file  (printout of search*)
S> SORT review file by selected fields  (ie, alphabetize title, SuDoc numbers)
L> LIST some of the data in the review file records  (to make print-out report*)
N> NEW BOOLEAN search, delete the review file  (do a new search)
A> APPEND more records to the review file  (continue a previously stopped search)
C> COPY the review file
D> DELETE the review file
Q> QUIT
```

*On Technical Services terminals only. Leave search intact on Documents terminal, arrange for TS to "copy" file onto their terminal and make printout.

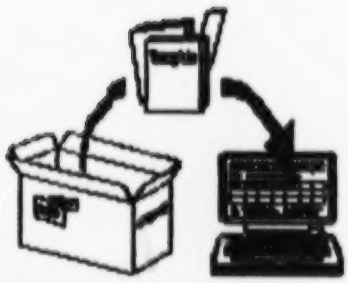
Before you look at the results of the search, you might want to put them in alphabetical order by title; choose S (sort), and follow the INNOVACQ prompts. Then (or otherwise, if you have not done a sort) select T to view the search results. The first record of the example search looked like this:

```
C1037702x                          Check-in Information
LABEL TYPE: n          SCODE2:          CLAIMON: 01-01-93          RLOC: d
FREQUENCY: a           COPIES: 1        LOCATION: docs             VENDOR: docs
LIB HAS: 1982-
CHECKNOTE: Catalogued under SuDoc number. Room use only.
CHECKIN CARD: Status is current;    14 boxes, 360 days between issues.

B1048511x                          Bibliographic Information          ---Record 1 of 19
LANG: eng              BCODE1:          BCODE3:          COUNTRY:
SLIP: 0                BCODE2:
CALL #      E 3.1/4:
AUTHOR      United States. Dept. of Energy. Energy Information Office.
TITLE       Annual energy outlook..., with projection to...
IMPRINT     Washington, D.C. : G.P.O.
SERIES      0429-J-1.
NOTE        Room use only.

M> MORE bibliographic info (to see more of Bib record, if any)   A> ADDITIONAL Options
N> NEXT record (go to Record #2)                                 P> PRINT this record (Tech.Services only)
R> REMOVE this record from list (leaving 18 others)              Q> QUIT
S> SELECT a record for viewing (jump to another Record #)
```

It is true that the above record could have been found simply by browsing "Dept. of Energy" entries in the Data Retrieval mode (p. 36). But the last record found in the example search might not have been as easy to spot: "USGS Research on Energy Resources," issued by the U.S. Geological Survey, Department of the Interior.

Section V

Reference Aids



ADELPHI

C 1	Secretary of Commerce
GP	Govt Printing Office*
HH	Housing & Urban Dev.
J	Justice Department
NF	National Foundation on the Arts & Humanities *
OP	Overseas Private Invest.Corp
VA	Veterans Administration
X/Y4	Congress *

* shares responsibility with other LI depositories...

HOFSTRA

AA	Action
AC	Arms Control & Disarmament
C 3	Census Bureau
C 59	Economic Analysis Bureau
CZ	Panama Canal
FA	Fine Arts
FHL	Fed Home Loan Bank Board
FM	Fed Mediation/Conciliation
FR	Fed Reserve Board
IA	US Information Agency form. Int'l Communications Agency
Ju	Judiciary
L	Labor Department
LR	Natl Labor Relations Board
NCU	Natl Credit Union Admin.
NMB	Natl Mediation Board
PE	Peace Corps
RR	Railroad Retirment Board
T	Treasury Department

ADDITIONAL LONG ISLAND DEPOSITORIES:

B Brookhaven Natl Lab
D Dowling (Oakdale)
F SUNY-Farmingdale
M MerchMarine Acad (Kings Pt)
S Suffolk Coop Library System
SB SUNY-Stony Brook

CW POST

C 60	Nat'l Telecom. & Info Admin.
C 61	International Trade Admin.
C 62	Industrial Economics Bureau
ED	Education Department
GA	General Accounting Office
HH	Health & Human Services Dept.
IC	Interstate Commerce Cmsn.
ITC	International Trade Cmsn.
LC	Library of Congress
NS	National Science Foundation
Pr	President's Office
PrEx	Executive Office of the Pres.
SE	Securities & Exchange Cmsn.
Y 10	Congressional Budget Office

NASSAU LIBRARY SYSTEM

AE	National Archives
C 13	Bureau of Standards
C 21	Patent Office
C 46	Economic Development Admin.
C 47	Travel Service
C 51	Nat'l Tech Info Service (NTIS)
C 57	Industry & Trade Admin.
CC	Fed Communications Cmsn.
CR	Civil Rights Commission
FT	Federal Trade Commission
GS	General Services Admin.
S	State Department
SBA	Small Business Admin.
TD 1	Transportation Dept.
TD 2	Federal Highway Admin.
TD 7	Urban Mass Transport.Admin.
TD 8	National Highway Traffic Safety Admin.
Y 1,3	Congress [exc. Y3.N88:]

A	F	CAB	D	D200	M	FEM	S	NAS	SB	TD5,9,10	M
C31	D	CS	M	D300	D	FMC	M	P	S	Y3.N88	B
C39	M	CSA	D	E	B	FTZ	M	SI	F		
C55	M	DI-		EP	SB	I	SB	TD3	SB		
C58	S	100	SB	FCA	F	MS	M	TD4	D		

GOVERNMENT DOCUMENTS

ON THESE SHELVES ARE FEDERAL GOVERNMENT DOCUMENTS, RETAINED BY ADELPHI UNIVERSITY IN ITS CAPACITY AS A U.S. DEPOSITORY LIBRARY UNDER CHAPTER 19, TITLE 44 OF THE U.S. CODE...

The cataloging system used here was developed by the office of the Superintendent of Documents — hence its name, SuDoc. SuDoc classification includes:

HE 20.3002: A18/986

sudoc class - before colon | doc # - after colon

The SuDoc class consists of the agency, such as HE for the dept. of Health & Human Services; and the class number - each branch within the agency receives its own class...

The Sudoc cataloging system subdivides classes by means of slashes and dashes. The proper order of shelving is:

NUMBER:	HE 20.3002:
NUMBER/c (reprints)	HE 20.3002/c:
NUMBER-DASH:	HE 20.3002-10:
NUMBER-SLASH:	HE 20.3002/5:
NUMBER-SLASH-DASH:	HE 20.3002/5-2:
NEXT NUMBER:	HE 20.3008:

NOTE: each class number is separate unto itself. All documents within HE 20.3002/5: would be shelved before HE 20.3002/5-2:

Following the colon is the document number. Various sequences of years, letters and numbers are used. No two documents should have the same number. Proper order of shelving, within each class:

: YEAR	HE 20.3015: 985
: YEAR-NUMBER	HE 20.3015: 985-2
: YEAR/NUMBER	HE 20.3015: 985/2
: NUMBER	HE 20.3015: 14
: NUMBER/YEAR	HE 20.3015: 14/983
: NUMBER/NUMBER	HE 20.3015: 14/2
: NO./NO./YEAR	HE 20.3015: 14/2/985
: NUMBER-NUMBER	HE 20.3015: 14-2
: NO.-NO./YEAR	HE 20.3015: 14-2/987
: LETTER+NO.	HE 20.3015: Or7
: LETTER+NO./YEAR	HE 20.3015: Or7/984
: LETTER+NO./NO.	HE 20.3015: Or7/2
: NUMBER + LETTER+NO.	HE 20.3016: 1 An8 HE 20.3016: 2 Op3

GOVERNMENT DOCUMENTS ON MICROFICHE MAY BE FOUND IN THE DOCUMENTS READING ROOM NEXT TO THE REFERENCE OFFICE !!!